

CHAPTER 41

41.1.1 Patrol Division - Administration

WASPC Standard 15.1

The purpose is to clearly define the areas of responsibility of the Patrol Division within the Kennewick Police Department.

41.1.1.01 The Patrol Division shall provide, but not be limited to, activities relating to:

- A. Patrol directed at the prevention of criminal acts, vehicle related violations (including accidents), the maintenance of public order, and the discovery of hazardous situations.
- B. Inspectional services to determine compliance with various statutes including, but not limited to, liquor and gambling laws.
- C. Crime prevention activities such as residential surveys, community talks, etc.
- D. Calls for service, both routine and emergency in nature, on a 24-hour basis.
- E. Investigation of both criminal and non-criminal acts within Kennewick's jurisdiction.
- F. The arrest of criminal offenders.
- G. Community relation activities, not limited to participation in groups active within the community, and in related fields of interest. This should also include citizen assists and individual citizen contacts of a positive nature.
- H. The sharing of information between the patrol component and other divisions within the department, as well as outside and other governmental agencies.
- I. The application of resources to specific problems or situations within the community, which may be improved or resolved by, directed patrol or problem solving activity.

41.1.1.02 The purpose is to provide continuous **24-hour/ 7-day** patrol coverage within the corporate city limits of Kennewick.

41.1.2 Patrol Shifts

Patrol officers drive clearly marked patrol vehicles, patrolling zones within the City of Kennewick, responding to citizen calls for assistance, act as a deterrent to crime and enforce local ordinances as well as state laws. Patrol officers assist Criminal Investigations Division and frequently aid in the successful closure of major crime cases. Patrol will be pro-active based on crime analysis data.

Patrol officers will work an assigned shift as established by policy in accordance with current Collective Bargaining Agreements (CBA's).

Patrol officers will report for briefing, in uniform, equipped and ready to assume their duties at their assigned shift time(s).

41.1.2.01 Shift Rotation

The purpose is to provide written directives concerning the frequency of shift rotation, the assignment of officers to patrol shifts, and determining days off for patrol officers.

41.1.2.02 Shift rotations are presently established by the Collective Bargaining Agreements (CBA)'s with the Kennewick Police officers Benefit Association (KPOBA) and the Kennewick Police Management Association (KPMA.). Copies of the above CBA's are available for review on the City of Kennewick Intranet Departments / Admin Services and Human Resources / Collective Bargaining Agreements.

41.1.2.03 Assignment of Zones

The shift supervisor will make zone assignments. Se-COMM and Police Department Business Office personnel will be notified daily of these assignments by the on-coming shift supervisor prior to roll call.

The shift supervisor will consider, but not be limited to, the following when making zone assignments:

- A. Officers will, if possible, be assigned to one primary zone.
- B. If an officer has follow-up investigation, directed patrol, or a special assignment to complete in a specific zone, he/she may be reassigned to that zone until the assignment is complete.

41.1.2.04 The Crime Analyst does zone re-evaluation annually and makes recommendations to the Administrative Staff for possible re-alignment, if needed. Zone realignment is done to equalize workload.

41.1.2.05 Directed Patrol

The Department utilizes and promotes the utilization of directed patrol as an effective tool in the prevention of criminal behavior.

41.1.2.06 Definition - Directed Patrol is the assignment of police resources to specific problems or situations where increased resource allocation improves or enhances the opportunity of problem resolution.

41.1.2.07 Directed Patrol assignments vary in nature, ranging from intelligence gathering to traffic enforcement emphasis. The most commonly used types are, but are not limited to:

- A. Marked unit patrol
- B. Unmarked unit patrol
- C. Pedal bike patrol
- D. Motorcycle patrol
- E. Foot patrol

41.1.2.08 Assignments are based on information gathered from many different sources or a combination thereof.

- A. Crime Prevention Specialist
- B. Citizen Complaints
- C. Traffic statistics
- D. Crime and traffic pin maps
- E. Information bulletins
- F. Intelligence information intra and internal organizationally
- G. Other city departments, etc.
- H. officer observations
- I. Crime Analyst
- J. Crime Resistant Community Living officer

41.1.2.09 Directed assignments can be initiated by any Department employee, but must be approved / coordinated through the shift supervisor.

- A. On approval, a case report is to be completed.
- B. The assigned officer(s) will be briefed as to the nature and scope of the activity and expectations.
- C. The assigned officer(s) will notify dispatch of their assignment.
- D. The SE-COMM Dispatch Center will be advised whether the officer is available for other calls, but it is expected that most assignments will limit the officer's availability for routine matters.
- E. The assigned officers, upon completion of activity, will give the SE-COMM Dispatch Center the appropriate information and advice of their new status.

41.1.2.10 Prior to securing from his shift, the assigned officer is to complete the directed assignment report with the appropriate information, including analysis of tactics used, and recommendations.

41.1.3 Roll Call - Frequency and Procedure

Roll Call for patrol officers will occur at the beginning of each shift.

41.1.3.01 Patrol supervisors will conduct roll call (briefing) using a variety of available information resources.

At roll call, Patrol supervisors will also conduct or oversee training discussions, inspect the street readiness of officers assigned to the shift, inspect officers' equipment, pass on information concerning new directives or items of interest, and make necessary notifications concerning schedule changes, special events, etc.

Several information books and/or clipboards will be maintained in the patrol briefing area and will be available for review by officers from all divisions of the department. These will include, but not be limited to, various flyers and information sheets dispersed by other agencies.

The patrol shift supervisor will review incoming teletypes and inter-agency teletypes and will relay pertinent information to their personnel.

New departmental directives and memorandums will be distributed to patrol shift supervisors and will be discussed with officers at briefings and shift meetings.

A bulletin board will be provided in the patrol briefing area for display of suspect information, photographs, etc. Another section of the bulletin board will be provided in the patrol briefing area to display memorandums and directives for thirty days.

41.1.3.02 Information Sharing Between Patrol and Other Agency Components

The purpose is to enhance department operations by providing guidelines for information sharing between patrol and other agency components.

Patrol will use several means to make such information available to other divisions within the department.

All criminal information / Intelligence reports or an officer's report will be completed concerning criminal information and submitted to the detectives through the shift supervisor, or in person. The criminal intelligence report will identify the desired destination of this information, i.e., be added to the department's Turnout Board, forwarded to Investigations' for information only, and/or forwarded to METRO (if it contains narcotics related information).

All department personnel are encouraged to share information as much as possible.

41.1.4 Bicycle Patrol

Bicycle Patrol - The purpose is to provide a visible police presence and police services to areas not accessible, or as efficiently patrolled by other methods.

41.1.4.01 A department or in special circumstances a personal bicycle may be utilized by officers assigned to bicycle patrol. Officers will be selected for bicycle patrol by their shift supervisor who will consider the following criteria:

- A. The current or anticipated need for bicycle patrol on the shift.
- B. The express interest of the officer in being on bicycle patrol.
- C. The anticipated utilization of bicycle patrol considering shift manpower.

officers assigned to bicycle patrol may be issued specialized uniforms to wear while engaged in bicycle patrol. This uniform will be approved by the Patrol Commander and will always include a helmet as required equipment.

41.1.4.02 Bicycle patrol may be utilized to best advantage in the following areas:

- A. The Columbia Park and bike path(s).
- B. All city parks.
- C. Specific residential or commercial areas where patrol vehicles have proven ineffective in impacting specific problems.

Bicycle patrol will be used anytime a specific need arises and the on duty supervisor elects to utilize it. Under special circumstances, the Patrol Commander can assign the Traffic unit to be utilized on a directed assignment or park patrol activity.

41.1.4.03 Care and maintenance of bicycles and equipment. A designated department bicycle instructor will be responsible for the condition and maintenance of bicycles and equipment.

- A. At a minimum cycles will be marked with POLICE and will include emergency lighting.
- B. Personnel authorized to use police bicycles will be at the discretion of the Shift supervisor.

In order for a Kennewick Police officer to be authorized to operate a police bicycle, officers will successfully complete bicycle patrol training prior to actual deployment.

41.1.5 K-9 unit

The purpose is to establish procedures for the use of the Kennewick Police Department K-9 unit by this and other departments. The K-9 unit is a valuable deterrent as well as an apprehension and investigative tool for officers and investigators. The unit is primarily used for, but not limited to, building searches, narcotic searches, tracking suspects, open area searches, vehicle searches and SWAT applications.

41.1.5.01 Definitions:

- Announcing: Loudly calling a warning that a police (K-9) will be released to search a building and that anyone within the building must immediately show and identify himself.
- Application: Using the police K-9 in any police situation.
- Dog handler: Regular Kennewick Police officer assigned to the Kennewick Police K-9 unit having successfully completed training.
- Training Log: Training book kept by each K-9 handler, which includes a record of all training and the details of K-9 usage.
- K-9 team: One K-9 handler and his/her assigned Kennewick Police K-9.
- K-9 unit: Combined K-9 team's working as a unit.
- On Leash: A K-9 that is attached to and controlled by a leash in the hands of the K-9 handler.
- Off Leash: A K-9 working with no other control other than handlers verbal or hand commands.
- Quarry: Regular police officer, in old clothes, acting as the "suspect" and laying tracks, hiding in buildings, doing man-work and other related K-9 training chores.
- Trainee K-9 handler: K-9 unit officer in training while attending the training course.

41.1.5.02 Applying the K-9 as a means of force - K-9's will be considered as yet another tool for use by professionally trained Kennewick police officer K-9 handlers. Their proper use as a means of force shall be within the same parameters guiding the use of any other tool or non-lethal weapon by the Kennewick Police Department. These are set forth in federal, state, and local statutes and in the Kennewick Police Department Standards Manual. The narcotics detection K-9 will not be used as a means of force.

Application of the K-9 - the mission of the K-9 unit will be accomplished through building searching, trailing, tracking, and wind scenting in outside areas. Each K-9 handler will do his best to turn the dog's greater sense of smell, sound, and sight to the advantage of the department. The K-9 unit will provide protection and/or backup to officers when possible and practical.

41.1.5.03 The following are general regulations:

- A. Announce before starting a building search or area search where the K-9 will be off leash.
- B. It will be the general policy to honor any requests for assistance by an outside agency, but such response will be first approved by the K-9 unit supervisor or the on-duty patrol supervisor.
- C. Any time a K-9 handler refuses to apply the dog, when requested to do so by another officer or agency, the handler should articulate why the request was denied when requested by the K-9 unit supervisor. The K-9 handlers know their assigned K-9's abilities, limitations and current laws affecting K-9 applications. With the input and direction from the K-9 handlers the K-9 unit supervisor will have the ultimate authority to decline any application.
- D. Each K-9 officer will be assigned to the K-9 unit and will work as a team under the direction of the K-9 unit supervisor.
- E. K-9 teams assigned to the K-9 unit should work as cohesive team and respond to situations together. In instances where one of the K-9 teams is requested outside of the Kennewick Police Department's jurisdiction and the other K-9 team is unavailable, a Kennewick Police officer should respond to assist/cover the responding K-9 team.

41.1.5.06 Kennewick Police K-9's will not be used for the following unless agreed to by the handler and the supervisor:

- A. To search for animals.
- B. To control a crowd or riotous assembly, except when immediately imperative to prevent death or serious bodily harm to any person.
- C. To apprehend any person under the influence of alcohol or drugs (when no other crime is involved).
- D. To apprehend any mentally disturbed person when a crime is not also involved.
- E. To search for lost children. Except when extenuating circumstances exist such as evidence of foul play or reason to believe grievous harm will be suffered by the child if the dog does not find it.
- F. To perform stud service.

41.1.5.07 Reports by K-9 handlers - in all instances involving the use of a K-9, the appropriate officer's report and/or case crime report will be completed. The K-9 handler's reports will then be incorporated with those of the arresting officer responsible for the call. If the K-9 team was the primary or initiating unit, then he/she shall complete the necessary report and forward it to the K-9 unit supervisor.

Reports are to be submitted by K-9 handlers:

- A. When there has been involvement by a K-9 team and/or the K-9 unit at any felony crime scene investigation while assisting a primary unit: a detailed officer's report only.
- B. When there has been the involvement by a K-9 team and/or the K-9 unit at any misdemeanor crime scene investigation while assisting a primary unit: a detailed officer's report only.
- C. Other activities such as arrests, investigations, etc., accomplished by the K-9 handler not as a result of assisting the primary units with a crime scene investigation. The reports normally required of the primary investigator.
- D. K-9 calls for service shall be created by dispatch at the request of the K-9 handler every time the K-9 is used. (track, building search, narcotics search, etc.) This will be titled "K-9 assist".
- E. A written report shall be submitted to the K-9 unit supervisor when any emergency medical service for the K-9 is performed by a veterinarian.
- F. Each K-9 handler will keep and maintain a training log book and will enter all pertinent information relative to his/her assigned K-9 and its activities in the log. The log will be kept up to date and be available for the K-9 unit supervisor's review upon request. The totals for training and calls for service will be turned into the K-9 unit supervisor and/or the training officer by the 5th of each month. The will include:
 - 1. Training records.
 - 2. Medical and health records.
 - 3. Performance records.
 - 4. Changes in dog's demeanor or eating habits.

5. Other pertinent facts.

41.1.5.08 K-9 bite procedures - While in a handler's charge, a Kennewick Police K-9 would be justified when the K-9 grabs, bites, nibbles, pinches, or in any other manner comes into physical contact by mouth with a suspect if:

- A. The K-9 team finds the suspect hiding and it is necessary for the K-9 to pull the suspect from hiding to assure that the suspect is unarmed.
- B. The suspect refuses to come out of hiding when told to do so and the K-9 must go in and bring the suspect out.
- C. The suspect, before submission, is acting in a furtive manner.
- D. The suspect is running from the K-9 team.
- E. To protect himself and/or his handler.

In any instance where the handler encourages the K-9 to take an unjustified bite on a person, the handler will be subject to disciplinary action. Unnecessary biting by any Kennewick Police K-9 will not and cannot be tolerated.

In every situation where the K-9 bites, grabs, pinches, or nibbles anyone, the following procedure will be adhered to:

- A. Ask permission to look at the affected area
- B. Notify a supervisor who will complete a use of force form and forward to a Division Commander.
- C. If at all possible photograph the injury whether or not an actual injury is apparent. A color photograph is best. Always be able to describe accurately what you saw in the alleged bite area.
- D. If possible, have another officer verify the findings in regard to a bite. Enter any such photographs with the case report.
- E. Have all injuries, whether apparent or not, examined by proper medical personnel. Have a witness present during observations.
- F. If a person refuses to have the injury examined, have the person refuse medical or first aid attention in the presence of a witness. Indicate the circumstances surrounding the incident, the refusal and the information from your witness in writing. In the case of a juvenile, same as above and notify a parent or guardian immediately.
 - o Always be certain that you identify any person the K-9 allegedly has grabbed in your written account and/or in your daily log.
 - o Written accounts of all K-9 bite situations will be made and shall be left for the supervisor completing the Use of Force form and delivered to him/her in person as soon as possible before going off shift.

41.1.5.09 Handling the dog - the following rules shall apply in the K-9 handler's actual handling of the dog:

- A. Under no circumstances shall the K-9 handler allow any other person to handle the ~~dog~~ K-9 unless,
 - 1. The handler is directed to do so by the K-9 unit supervisor.
 - 2. The handler is injured and/or unable to command the K-9 and there is an immediate need for the K-9 to be handled.
 - 3. Another handler, trained and recognized by the department, is authorized.
- B. The K-9 must always be under the direct and immediate control of the K-9 handler (within sight and close by), or safely contained in a K-9 vehicle or an area provided for him.
- C. The K-9 must always be "on leash" when the handler takes it onto any open elevated area from which a fall would be hazardous to the K-9.
- D. The K-9 must be on leash in any location open to the public if it's not actually being applied in a police action for which it has specifically been trained. This shall include the Kennewick Police Station.
- E. The K-9 handler must never leave the K-9 unattended under conditions where it could potentially make contact with the public and/or injure anyone.

- F. The K-9 handler will, while on duty, endeavor to keep the K-9 in readiness for any potential application.
- 7. Any falling off or lessening in ability in any area of application, by the K-9, is to be reported immediately to the K-9 unit supervisor for appraisal and advice.
- H. At least once every three months, the K-9 handler is to discuss specifically the working K-9 with the K-9 unit supervisor to report on the K-9's level of competence in each area of expected application. Any marked change in the K-9's working habits will be immediately brought to the attention of the K-9 unit supervisor.

41.1.5.10 Care of the dog - Kennewick Police Department K-9 handlers, except with specific knowledge and approval by the K-9 unit supervisor, are to care for their K-9 or any other K-9's in the unit that they may be assigned to care for, as follows:

- A. Feed only that food specifically approved by the department veterinarian.
- B. Report immediately any indication a K-9 is not his regular self for whatever reason, to the K-9 unit supervisor.
- C. Feed the K-9 regularly at a time that will allow a maximum of time between feeding and going on duty.
- D. Use the home kennel that has been approved by the department.
- E. Keep the K-9's home kennel clean and sanitary always, caring for it on a daily basis.
- F. The K-9 should be maintained and well groomed. The assigned K-9 handler should pay special attention to the K-9's ears, eyes, mouth, nostrils, feet and general body condition.
- G. The following kenneling rules will apply when a K-9 handler must leave his assigned K-9 off duty:
 - 1. If left at the handler's residence, the K-9 shall be locked in its approved home kennel.
 - 2. Otherwise, the dog shall be left at a department approved boarding facility, with an approved K-9 handler or with a person approved by the K-9 unit supervisor.
- H. Notify the K-9 unit supervisor before obtaining any non-emergency medical attention from any veterinarian for the K-9
- I. Notify the K-9 unit supervisor as soon as possible after obtaining any emergency medical attention from any veterinarian for the K-9.

41.1.5.11 Use of Equipment - K-9 handlers shall generally be bound by the following rules in the use of their equipment:

- A. When reporting on duty for a shift of work, they will be in possession of adequate required K-9 handling gear (leashes, collar, etc.) to be ready to apply their K-9 in all the applications for which they have been trained.
- B. They will not search any building or area without having in their possession portable police radios (unless other officer/s is accompanying K-9 officer with such a radio). Such radios must be capable of being used to contact other officers in the immediate area and on their normally assigned radio frequency.

41.1.5.12 K-9 Vehicles - Each K-9 handler will be assigned his/her own patrol vehicle. These vehicles will be specially equipped and designed for K-9 duty. The following is a list of guidelines pertaining to K-9 vehicles:

- A. K-9 vehicles assigned will be the direct responsibility of each K-9 handler. The handler will be allowed to take the vehicle home at the end of each working shift. The vehicle may only be used if pertaining to Kennewick Police Department business (regular duty assignments, training, special assignments and traveling back and forth from each). The vehicle will not be used for personal business. The vehicles will not be parked on a city street when not in use. They must be parked either in the handler's garage, driveway or adjacent to the residence.
- B. K-9 vehicles are to be kept in good operating order. The interior will be regularly cleaned and disinfected. All other department regulations pertaining to the proper maintenance of

city vehicles shall apply. Vehicles will be kept clean and odor free to the best of their ability.

- C. The K-9 unit supervisor may make periodic inspections of the vehicle to ensure it is being properly maintained.
- D. Transportation via any police vehicle, whenever a Kennewick Police K-9 is in that vehicle, is limited to sworn department personnel and approved observation riders. Approval is to be made by the K-9 handler and K9 unit supervisor.

41.1.5.13 Public relations – It should not be the common practice to provide public demonstrations but there is an understanding that such demonstrations may occur. The following rules will be generally adhered to by K-9 handlers to ensure good public relations if such demonstration is requested:

- A. Man work or attack work will not be photographed or publicly exhibited without first obtaining approval from the K-9 unit supervisor.
- B. All public relations demonstrations must have prior approval of the Patrol Commander.
- C. K-9 teams, performing public relations demonstrations, are to be prepared in a manner that will assure they present a professional appearance to their audiences.
- D. While performing such demonstrations, the apparel worn by the K-9 handler will be the regular on-duty work apparel, in good order, neat and clean in appearance.
- E. All outgoing information about the K-9 unit shall be first approved by the K-9 unit supervisor.

41.1.5.14 Qualifications for K-9 handler - officer candidates for K-9 handler positions in the K-9 unit shall meet, generally, the following qualifications:

- A. Must have completed the police academy and meet the career development guidelines.
- B. Must excel in work initiative.
- C. Must enjoy good health and not suffer from serious medical problems and must be strong enough to stand the K-9 handling training and work conditions.
- D. Must be capable of patrol work in high-stress situations, regularly, with limited supervision.
- E. The K-9 handler's residence must be within 15 miles of the city, and the handler must own or be buying his own home where the K-9 may be kenneled allowing uninterrupted solitude for the K-9 during its off shift hours. The department will supply an approved dog kennel.
- D. Must have family in full agreement with the officer being assigned to K-9 work.
- G. Must agree to at least three continuous years of work as a K-9 handler. This does not prohibit the officer from accepting promotional opportunities or from leaving the unit for health reasons.
- G. Must have no other dog at home that will be capable of dominating the K-9.
- I. Must understand and embrace the K-9 unit mission and philosophy as outlined by this Standards Manual.
- J. Emotional stability - officer must be able to control temper, not overly aggressive, and not use excessive force.

41.1.5.15 Qualifications for the K-9 - Candidate dogs shall meet, generally, the following specifications:

- A. Purebred German shepherd, or others as authorized by the Chief of Police or designee.
- B. Ten months to two years of age.
- C. Pass a medical examination by a qualified veterinarian as to physical composition and ability to perform the required work.

41.1.5.16 Training - Each K-9 handler shall successfully complete training according to the nature and purpose of utilization of the police K-9 for which such handler is responsible. K-9 handlers shall utilize current training techniques. K-9 and handlers must meet the minimum requirements recommended by the State of Washington. K-9 handlers will be required to complete a minimum of 12 hours of training per month.

41.1.5.17 Chain of Command – K-9 handlers are assigned to the K-9 unit and will report to the designated K-9 unit supervisor.

In situations concerning the K-9 unit, all concerns, complaints, requests, etc., will be forwarded through the K-9 unit supervisor.

officer Awareness - In order to achieve maximum effective utilization of the K-9 unit, officers shall be aware of the following:

- A. Officers should maintain containment of any area or building to be searched by the K-9 team.
- B. officers should, if at all possible, avoid contamination of the search scene prior to the K-9 teams arrival.
- C. If officers have entered a search area or building prior to the K-9 teams arrival, they should make sure that all personnel are out of the area prior to the search and advise the handler of the contamination and area.

officers and all other personnel should avoid:

- A. Horseplay with the handler or the K-9. The K-9's are trained to protect the handler and anyone making a threatening move or gesture towards a handler risks the possibility of injury.
- B. Entering the K-9 vehicle with the K-9 inside, without the handler's permission.
- C. Feeding the K-9 without the handler's permission.
- D. Teasing or agitating the dogs.

Public Buildings - The K-9's will only be allowed in public buildings under the following conditions:

- A. The handler and K-9 are on a call where the K-9 may be used.
- B. The handler has permission from the owner, manager, or supervisor in charge of building.
- C. When K-9 team is performing a demonstration as requested by owner, manager, or supervisor in charge.

41.1.6 Requests/Use of Aircraft and Special Purpose Vehicles

The purpose is to provide a guideline for requesting the assistance of aircraft in major incidents from private, civilian sources, and to establish rules governing their use.

As this agency does not own any aircraft, it is necessary that resources be which, can be applied in the event of a major occurrence. The Benton County Sheriff's Department maintains one fixed wing aircraft that may be available. Phone numbers for call out are maintained SE-COMM.

41.1.6.01 In the event of a major incident, a supervisor may request that SE-COMM contact the Benton County Sheriff's Department and request their assistance. Any such assistance will be at the discretion of the particular agency.

Although any type of assistance may be requested by the supervisor, discretion as to application of the aircraft will be left up to the pilot, as he is most knowledgeable of the particular aircraft's capabilities.

Although the military can provide rotary wing aircraft for transport of sick or injured subjects (M.A.S.T. Helicopters), these units will not be used for police operational purposes beyond their original intent.

41.1.6.02 Whenever possible, the supervisor will direct an officer to accompany the pilot of the aircraft to better facilitate communication between the aircraft and the ground units. SE-COMM, when requesting assistance, will notify the Benton County Sheriffs Department of the primary receive channel for the Police Department. The Washington State Patrol can, if requested and if available, provide fixed wing aircraft support. The supervisor will make the request through the Washington State Patrol Communications Center. If possible, a Washington State Patrol traffic unit should be requested to come to the command post to insure rapid communication with the aircraft.

41.1.6.03 The Department maintains a number of specialty vehicles under the control of the traffic unit and investigative division. Patrol officers may use these vehicles as needed, with the approval of the shift supervisor. Unmarked vehicles of the Investigative Division, and the Traffic unit vehicles, may all be used by patrol officers to better allow the department to deal with special or unusual situations. The department will strive to apply any such available resources to problems, which defy solution by ordinary means.

41.1.6.04 Officers will be responsible for the condition of any vehicles used during the course of their shift, and shall return the vehicle in a clean condition, reporting any damage or problems to their immediate supervisor.

41.1.6.05 The Patrol Commander may authorize a patrol officer to utilize the Traffic unit's motorcycles for the enforcement of criminal or traffic statutes, which by their nature cannot effectively be addressed by conventional means. Any officer so assigned will have completed basic motorcycle operation training provided by the Washington State Criminal Justice Training Commission, and will possess a motorcycle endorsement on their Washington State Operator's license. Activity of patrol officers while assigned to the traffic motorcycle should be of a directed nature or may be to allow regular access to otherwise inaccessible areas such as a trail. The activities covered in this section should be coordinated through the Traffic unit.

41.1.7 Foot Patrol

All officers are encouraged, while on patrol, to park their patrol vehicles and patrol those areas the officer feels are best covered on foot. In selecting areas to patrol on foot, officers should consider the following:

- A. The present amount of call activity.
- B. The amount of available manpower of the shift.
- C. Current incidence of activity in the area.
- D. Information received at shift briefing directing or requesting foot patrols in a given area.
- E. Need to quickly access their patrol vehicle.

41.1.7.01 officers may be given directed patrol assignments by their supervisors, requiring foot patrol of given areas. officers will perform these assignments in accordance with their supervisor's instructions.

41.2.1 Operations - Call Responses

WASPC Standard 15.2

The purpose is to guide officers in determining the appropriate level of response to various situations, and to provide guidelines for officers driving responses to these situations.

41.2.1.01 Classification of response: a code designator of **1**, **2**, or **3** will be the standard by which all responses will be classified.

- A. **Code 1:** A response of a non-emergency nature to a request for service. During code 1 responses, officers will observe and obey all driving regulations and rules of the road as required by law, and department rules and regulations.

Code one responses are generally one-unit responses. All normal calls for service and those situations not enumerated below as being code 2 or code 3 (i.e. non-blocking disabled vehicles). The supervisor may upgrade any code 1 call to a higher level or response at his/her discretion.

- B. **Code 2:** A response to an urgent situation of a probable non-life threatening nature. Emergency lights and siren will be activated as necessary to proceed through traffic. Responding units will come to a complete stop at all regulated stop areas before proceeding through the controlled area against traffic control devices. At signaled intersections with a green light, units will slow as necessary to proceed safely.

When proceeding through controlled intersections while operating code 2, lights and siren will be in operation continuously through the intersection. All driving maneuvers will be made so as to be certain that other vehicles are yielding and it is safe to continue.

Code two responses are generally two unit responses. The following situations, in progress will be dispatched as Emergency calls:

1. Bank alarms
2. Burglary alarms/burglary
3. Accidents blocking a roadway
4. Domestic and other disturbances (note: disturbances and/or assaults may be code 1, 2, or 3 depending on the circumstances).
5. Prowler
6. Mental disorders
7. Reckless endangerment

- C. **Code 3:** A response to a reported in progress life-threatening situation. Officers will respond as quickly and safely as possible with emergency lights and siren activated. Officers, when proceeding through a controlled intersection against the traffic control device, or through a non-controlled intersection where they would not normally have the right of way, will slow to a safe speed or stop if necessary to allow the officer to determine if opposing traffic will recognize and yield to the emergency vehicle.

Code three responses are two or more unit responses. All non-involved units will stay off the air. The following situations in progress will be dispatched as emergency calls:

1. Officer needs help
2. Man with a weapon
3. Crimes of violence (i.e. rape, homicide, assault with weapon)
4. Shots fired
5. Robbery
6. Traffic accidents - injury
7. Emergency blood runs.

41.2.1.02 The supervisor may at any time upgrade (code 2 to 3), downgrade (code 3 to code 2), or modify (code 3 to a given location and proceed code 1 from there), to any response.

41.2.1.03 Although required to stay within the guidelines of Department policy and Rules and Regulations, officers shall stay within the statutory limits of RCW 46.61.035 – (see below):

RCW 46.61.035 Authorized Emergency Vehicles.

- (1) The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated.
- (2) The driver of an authorized emergency vehicle may:
 - a. Park or stand, irrespective of the provisions of this chapter.
 - b. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
 - c. Exceed the maximum speed limits so long as he/she does not endanger life or property.
 - d. Disregard regulations governing direction of movement or turning in specified directions.
- (3) If a Code 3 response situation involves a response to an incident in which it would not be advisable to sound the siren or display emergency lights in order to enhance the probability of apprehension, officers may discontinue the use of these devices but then must operate the vehicle under Code 2 conditions.

41.2.1.04 Felony Vehicle Stops

The purpose of this standard is to provide a guideline to minimize the risk to officer(s), innocent bystanders, and suspect(s) during felony vehicle stops. To plan in a general outline the proper procedures before any action is taken and substantially reduce inherent risks associated with a felony stop.

41.2.1.05 Definitions:

Felony Stops - the stopping of a vehicle when the officer has advance knowledge or reasonable cause to believe the vehicle contains a felony suspect.

Emergency Vehicle - Felony vehicle stops shall be conducted by distinctively marked patrol units.

Primary unit - The officer initially observing the vehicle or suspect is in charge of conducting the stop. An unmarked unit should not be the primary unit in a felony stop unless supported by marked units. The only exception to this would be for narcotic unit vehicles.

Secondary unit - Secondary units shall be called in to assist with the stop by request of the primary unit, or designated by the supervisor to assist. Secondary (back-up) units may be either marked or unmarked vehicles.

41.2.1.06 Initial Visual Sighting - when visual contact is made of a potential felony stop vehicle, the primary unit will immediately report to the dispatcher the following descriptions:

- A. Color of vehicle
- B. Year of vehicle
- C. Make of vehicle
- D. Body style
- E. License number and state
- F. Location and direction

41.2.1.07 Unless absolutely essential to prevent escape, a one-man unit will not attempt a vehicle stop until back-up arrives. Until a back-up unit joins the pursuit, the primary unit will broadcast the following:

- A. Direction of traffic
- B. Number of occupants
- C. Unusual activity
- D. Intended stopping site
- E. Number of secondary units required
- F. Reason for stop

The back-up unit should take over radio traffic when possible, to allow the pursuing unit to concentrate on the pursuit.

41.2.1.08 Prior to the stop, the primary unit will have completed all essential radio traffic and the secondary units will have been assigned and in position. All units involved in the stop will be sure of the reason for the stop and their assignments. Any questions should be clarified prior to initiating the stop.

Site choice will be made that has the greatest advantage to the officer, including:

- A. Familiarity of site
- B. Maneuverability
- C. Lighting
- D. Minimum escape potential
- E. Traffic flow
- F. Safety of bystanders
- G. Safety of officers

41.2.1.09 Primary officer's Role - The officer in charge of the felony stop will be the primary (or control) unit. The control officer only will issue the verbal commands to any and all suspects. This will lessen the likelihood of any conflicting commands that might confuse or cause unexpected movement. The primary unit

will direct the suspect vehicle to the exact location desired, either by voice command or utilization of public address system.

The primary unit should position the vehicle behind the suspect's vehicle with consideration to maximum protection of the officer and maximum visibility of suspect(s). Exact positioning of the primary unit must be determined by individual circumstances (i.e. traffic flow, etc.). All officers shall be familiar with the several acceptable positioning methods and/or tactics. (As taught by the department.)

The primary control officer will direct secondary unit(s) to the location desired. The primary officer will advise dispatch if any streets must be blocked.

41.2.1.10 Secondary unit's Role - Units responding to the scene of a felony stop will respond only upon direction of the dispatcher and/or supervisor. Secondary unit(s) will deploy at the direction of the primary control unit, to the location, which will best assist the primary unit. The secondary unit(s) prime concern(s) is to position the vehicle for protection of himself and the other officer, making sure that his is not illuminating the primary unit or endangering the primary unit in a cross-fire.

Secondary units shall not roll into the scene so quickly as to place themselves in jeopardy on final approach. They should ascertain that the primary unit is not under fire or cornered before committing themselves.

The first back-up (secondary unit arriving on the scene) may take over radio communications after making contact with the primary unit. This will allow the primary unit to concentrate on commands to the suspect(s).

41.2.1.11 supervisor's Role - The supervisor, upon being notified of a felony stop by the dispatcher or primary unit, will constantly monitor all radio traffic and act in an advisory capacity. The supervisor will respond to the scene, if requested by the primary unit, or if the supervisor believes he is required as a secondary unit.

The supervisor will determine if additional manpower is needed with respect to the number of units on the scene and/or requests to other agencies for additional manpower.

41.2.1.12 Control and Removal of Suspect(s) - The primary unit will order the driver and all occupants to remain in the vehicle, to face front, and to place their hands on the back of their heads or in plain view.

The primary unit will use the public address system of the vehicle or a loud clear voice. Use short, terse, audible, and understandable commands. Preface your order to indicate to whom you are addressing.

If the driver or occupants leave the vehicle before commanded, order them to face the front of the vehicle with their hands on the back of their heads, fingers spread apart and interlocked, elbows forward. Order all suspects into one easily observable area. If suspects do not obey commands, officers should not rush and become careless. Officers should remain in a position of safety behind the door until the back-up unit arrives; keep the dispatcher advised.

The primary unit shall remove the suspects from the vehicle with clear concise commands. The driver should be ordered to turn the car off and remove the keys and place them on top of the car. Suspects are to be removed from the vehicle one at a time. Each suspect will be removed to a position in which he is "controlled", handcuffed, searched, and placed in a patrol vehicle before the next suspect is removed from the vehicle.

41.2.1.13 Securing of Vehicle – After the last known suspect should be secured, the primary unit will then direct a secondary unit to make a search for possible hidden suspects. Other officers involved in the stop will be given specific directions by the primary unit as to what actions to take, unless otherwise directed. All other officers will remain behind cover.

Once all passengers have been removed from the vehicle and contained, the officers will evaluate whether an immediate "incident to arrest search" should be performed or whether other facts known would warrant securing the vehicle by impound and obtaining a search warrant.

41.2.2 Pursuit of Motor Vehicles**WASPC Standard 15.5**

The purpose is to establish guidelines as to when an officer and/or supervisor should initiate or terminate a vehicular pursuit. To establish the responsibilities of the initiating officer, the supervisor, the dispatcher, and any other involved police vehicles balancing the necessity for pursuit or apprehension against the probability and severity of damage or injury that may result.

Vehicle pursuit is one of the most dangerous tasks a police officer may have to perform, and the seriousness of the possible outcome commands an officer to weigh many factors when deciding whether or not to pursue. Common sense and proper restraint would dictate that an officer would not, under normal circumstance, pursue a violator at high speed through a school zone or residential area when people are present. Heavy traffic, rainy or foggy conditions make pursuit doubly hazardous. It is not valid to assume that a violator is fleeing because he may have just committed a major felony.

Guidelines and considerations: Pursuit must be considered as a potentially dangerous act, both for the suspect(s) as well as the officer and the general public. An officer initiating pursuit of a fleeing vehicle may have a tendency to consider only him/her and the occupants of the fleeing vehicle. This is not adequate or realistic. It must be remembered that other citizens using public highways do not expect their travel to be interrupted by a high-speed chase, and may become involved in an accident due to over-reaction. Also, children playing on the side of a street may be drawn towards a police car with a siren and emergency lights in operation.

41.2.2.01 officers will not maintain a pursuit wherein the initial violation is an infraction or misdemeanor, and the pursuit occurred as a result of that infraction or misdemeanor. No officer will be held accountable if upon weighing the risks, the officer chooses not to pursue a fleeing vehicle.

41.2.2.02 The decision whether or not to pursue is based on known circumstances. They will include but are not limited to:

- A. The initiating officer has probable cause to believe a felony crime has been or is being committed.
- B. What is the possibility of apprehension?
- C. Known or identifiable person who can be apprehended later.
- D. The geographical location, present population density (vehicular and pedestrian), and land use, i.e.:
 - 1. Is it a school zone; during school hours?
 - 2. A residential area during the hour's children would be playing.
 - 3. A business zone during the hours pedestrian or vehicle volumes would be high.
- E. Traffic and road conditions.
- F. Time of day and weather conditions
- G. Condition of the police vehicle.

41.2.2.03 Pursuit will be defined as an obvious attempt by a violator (vehicle) to evade apprehension. This obvious evasion is demonstrated by one or more of the following;

- A. the pursued vehicle traveling at an excessive rate of speed,
- B. ignoring traffic laws,
- C. or ignoring the visual and audible police signals to stop. Applying the reckless driving standards as defined by state law (RCW 46.61.500) may also be helpful in determining if the vehicle is attempting to flee.

41.2.2.04 Whenever a unit initiates a pursuit, he/she will broadcast the following:

- A. Call sign (i.e. King 54)
- B. In pursuit
- C. Direction of travel

- D. Street location
- E. Description of suspect vehicle
- F. Reason for pursuit (i.e. wanted - type of incident, type of felony - burglary suspect, etc.)

The officer will continue to broadcast updated information as to location, direction, etc., at least once a minute.

41.2.2.05 During a pursuit, the dispatcher will broadcast the following:

- A. All units this frequency is restricted.
- B. "(unit in pursuit - repeating information given by pursuing vehicle.
- C. The dispatcher will assign the closest unit to assist in the pursuit. Only units assigned by dispatch and/or the supervisor will take part in the pursuit.
- E. The dispatcher will then remain off the air except to relay only that information relating to changes in the situation and/or officer's safety.

41.2.2.06 Pursuits involving known felony suspects may involve a maximum of two pursuing vehicles, the primary unit and one back-up unit. The second back-up unit will remain at a safe distance during the pursuit so as not to produce a caravan effect. The second "back-up" unit's purpose will be to arrive shortly after the pursuit termination. A third vehicle will be allowed only with supervisor approval and will parallel the pursuit if possible.

The back-up unit, when joining the pursuit, will assist with information dissemination concerning the direction of travel the location of the stop, and any other information that could assist in apprehension, promote officer safety, or aid the supervisor in making decisions as to whether or not to allow the pursuit to continue. This will also allow the primary unit to concentrate on the pursuit.

All other units may move to the edge of their patrol zone closest to the pursuit so that they may be of assistance if necessary. They will not leave their Zones.

The supervisor monitoring the pursuit may modify this policy as it relates to the number of pursuing vehicles, depending on the merits of the situation.

41.2.2.07 Because of the extreme and obvious dangers inherent with the use of roadblocks in pursuit situations, it is the policy of this department that setting up roadblocks for the purpose of apprehending wanted suspects shall not be employed.

41.2.2.08 Ramming, is deadly force, and will be done only on a supervisor's order, to prevent the escape of a person who the officer has probable cause to believe to have committed a dangerous felony, when not securing the person's immediate arrest would result in an unacceptable risk to the public safety, and when any other viable means to obtain custody would be ineffective. Dangerous felonies are defined as murder, rape, armed robbery, kidnapping, and felonious assault with a deadly weapon, and arson or bombing of a structure actually occupied. if in doubt do not ram.. Ramming of a suspect vehicle should be avoided, if speeds are greater than 35 mph.

41.2.2.09 Spike strips – All Patrol vehicles **may** be equipped with spike strips. Spike strips will be used as a tool to end a vehicle pursuit. Spike strips will only be used at the discretion of the shift supervisor. The written policy on the use of spike strips will be disseminated and maintained by the department's Training unit.

41.2.2.10 Deployment of Spike Strips - Anytime spike strips are deployed to end a pursuit and deployment results in the suspect vehicle(s) being stopped, or damage results to any other vehicle, a Vehicle Pursuit Form will be written up by the on-duty supervisor and submitted through the chain of command.

41.2.2.11 The duty supervisor will continuously monitor all pursuits. He/she will determine the merits of the pursuit, based on monitored transmissions and/or observation. The duty supervisor is responsible for the decision to continue or discontinue the pursuit. This does not relieve the pursuing officer(s) from exercising good judgment based on existing department policies and Rules and Regulations to make the decision to discontinue pursuit.

41.2.2.12 The supervisor will have the pursuit terminated by Kennewick personnel when:

- A. The pursuit is initiated for a traffic infraction or a misdemeanor offense.
- B. The pursuit is actively assumed by another jurisdiction.
- C. The supervisor or the pursuing officer feels that the hazards caused by the pursuit exceed the severity of the initial violation.
- D. If any of the involved vehicles become involved in an accident, the pursuit should be terminated. If the suspect vehicle continues to flee, the pursuit may, at the supervisor's direction and under exceptional circumstances, continue.
- E. The pursuing officer knows or reasonably believes the fleeing vehicle is operated by a juvenile and the offense constitutes a felony that did not involve an actual or threatened crime of violence. (i.e. unauthorized use of the vehicle, vehicle theft, and non-violent offenses such as commercial burglary).
- F. When the pursued vehicle leaves the roadway, containment rather than pursuit should be initiated unless a violent crime (i.e. homicide) is involved and then only with the supervisor's permission.
- G. When so directed by the shift supervisor or command officer, an officer shall discontinue any pursuit and return to their zone assignment.
- H. When radio communication with the base station is lost.
- I. Ice, snow, heavy fog, rain or other weather conditions produce obvious unacceptable hazards.

41.2.2.13 Due to the inherently dangerous nature of police pursuits, officers should only engage in such activities under the most ideal situations. Officers who are off duty in privately owned vehicles shall not become involved in a vehicle pursuit.

Under certain circumstances it may be beneficial to obtain suspect information, license plate number, description, etc. Officers are encouraged to attempt to obtain such information, but not if in so doing a pursuit results. Off duty pursuits are prohibited.

41.2.2.14 Police motorcycles may initiate a pursuit; however, a marked patrol vehicle should relieve the pursuing police motorcycle as soon as possible. Due to the possibility of serious injury to the operator of a police motorcycle, extreme care must be exercised if initiating a pursuit.

Detectives in unmarked vehicles that are properly equipped with emergency lights and siren may initiate a pursuit. However, a marked patrol vehicle should relieve the pursuing unmarked as soon as possible. Unmarked cars are not always readily identifiable to the motoring public as police vehicles and are not usually as visible as a marked patrol car; therefore extreme care must be exercised if initiating a pursuit in an unmarked car.

41.2.2.15 Inter-Jurisdictional Pursuits

The purpose of an Inter-Jurisdictional Memorandum of Understanding is to establish guidelines when pursuits cross-jurisdictional boundaries. To ensure lines of communication are open so necessary information is available to make professional decisions as to when a vehicle pursuit should or shouldn't be terminated. The intent of this (MOU) is not to impinge on individual agency policies within their jurisdictions and is only in effect when pursuits go outside the pursuing agencies jurisdiction.

41.2.2.15 Pursuing into another jurisdiction - An officer may pursue a vehicle into another jurisdiction only when he or she has probable cause to believe the violator has committed or is attempting to commit a felony or when the necessity of the immediate apprehension of a misdemeanor outweighs the potential hazard created by the pursuit. A case of felony eluding in itself should not be the only violation.

41.2.2.16 Communication and co-ordination between supervisors - Before continuing a pursuit into another jurisdiction, both the on-duty jurisdictional supervisors should make every effort to communicate and coordinate the pursuit with each other. The supervisors will take into consideration the following factors in determining to allow the pursuit to continue or be terminated:

- A. Does the seriousness of the crime justify a pursuit?
- B. What is the possibility of apprehension?
- C. Will the pursuit take place on residential streets, business Zones or the freeway?
- D. The streets and traffic conditions.

- E. The weather conditions.
- F. Road conditions and lighting visibility.

If either supervisor feels that the hazards caused by the pursuit outweigh the severity of the initial violation the pursuit should be terminated.

41.2.2.17 Original Pursuing officer to remain primary - The original pursuing officer will remain as the primary unit throughout the pursuit. The pursuit will be supervised by that officer's supervisor, who will maintain continuous authority over the pursuit until its conclusion. The primary agency or officer can terminate the pursuit at any time.

41.2.2.18 Limitation(s) on number of vehicles involved - Generally no more than three (3) vehicles will be directly involved in multi-jurisdictional pursuits. Other units may be directed to strategic locations by Supervisory personnel in order to coordinate the pursuit. The supervisor overseeing the pursuit may modify this policy as it relates to the number of pursuing vehicles, depending on the merits of the situation.

- A. Primary unit:** The officer whom initiated the pursuit will continue to be the primary unit when a pursuit crosses jurisdictional lines. The primary unit will ensure that their radio traffic is broadcasted over LERN, and establish radio confirmation with the jurisdiction the pursuit is or has entered.
- B. Secondary unit:** An officer from the jurisdiction in which the pursuit has entered should take up the second position. This officer will be responsible for broadcasting directions of travel, updating the primary unit with geographical instructions, possible hazards and other related information necessary for the primary unit to make a professional decision concerning the continuance of the pursuit or termination of the pursuit. The secondary unit should follow the pursuit at a safe distance behind the primary unit and act as the backup unit once the suspect vehicle has been stopped.
- C. Third unit (supervisor):** The third unit should be filled by the originating agency supervisor, whenever possible, or at least the supervisor from the jurisdiction in which the pursuit is taking place. That supervisor should continuously evaluate the pursuit in an effort to determine if the pursuit should continue and what resources may be necessary to control the pursuit and coordinate any apprehension efforts.

41.2.2.19 Radio Frequency Usage - All vehicle pursuits in Benton and Franklin Counties should be communicated over the LERN Frequency, whenever practical. Inter-Jurisdictional pursuits are to be broadcasted over the LERN Frequency, if possible, to ensure that all jurisdictions involved have the ability to communicate with each other.

41.2.2.20 Custody and Care of Suspect(s) - The originating pursuit agency will assume custody and care of suspect(s) based on the agencies original probable cause for the offense or crime which initiated the pursuit. Additional criminal offenses committed in the assisting jurisdictions will be investigated by the agency where the offenses occurred, and referred to the appropriate jurisdictional prosecutor for review.

41.2.3 Analysis of All Vehicle Pursuits

WASPC Standard 4.3

All pursuits will be documented on a supervisor's Vehicle Pursuit Report by the shift supervisor. The Vehicle Pursuit Report will be completed by the end of the Shift, and forwarded to the Chief of Police via the chain of command.

41.2.3.01 The Administrative Services Commander will maintain copies of all Vehicle Pursuit Reports. The Administrative Services Division will review all pursuit reports annually to determine patterns or trends that indicate training needs and/or policy modification. A copy of the Annual Analysis will be forwarded to the Chief of Police for his/her review.

41.2.4 Conduct of Field Interviews

Patrol officers often encounter persons in suspicious or unusual circumstances. Recording these persons identities, descriptions, vehicles, times and places found, and circumstances of the situations may be beneficial to other patrol officers for various reasons, including follow up investigations and other patrol activities. This information may also be useful to Investigators assigned current or future investigations. This information is recorded on a Field Interview Card. These interview cards are submitted for review by patrol supervision and then forwarded to the Crime Analyst.

41.2.4.01 An officer may not stop a person for the sole purpose of completing a Field Interview (F.I.) card. The officer must have reasonable suspicion that the person in question has committed, is committing, or is about to commit a criminal offense. The standard of reasonable suspicion is substantially lower than that of probable cause, and it is more than a hunch or mere speculation on the part of the officer. It is based on objective circumstances, which lead the officer to suspect possible criminal activity and possible involvement of the person being interviewed.

- A. Since the requirement of reasonable suspicion to stop must be based upon objective grounds, officers should specifically record these objective grounds on the Field Interview Card. Phrases such as "he was acting suspicious" are not sufficient. Only the specific conduct of the person, which contributed to the officer's reasonable suspicion, should be noted.

41.2.4.02 Nothing in this order shall prohibit the officer from making a field contact. A contact is a face-to-face communication between an officer and a private person under circumstances where the person is free to leave as desired. Contacts are different from detentions or arrests in that they do not involve the "seizure" of persons within the meaning of the Fourth Amendment; the officer does not need reasonable suspicion, probable cause, or any other specific indication of criminal activity in order to initiate a contact. An officer may initiate a contact with a person in any place that the officer has a right to be, and like any other citizen, the officer may approach an individual and engage in conversation.

- A. If there is no legal basis for detention, the person(s) may not be halted, detained, or frisked without legal justification. If the person refuses to cooperate, the person must be permitted to go on their way unless the officer has developed probable cause to stop or arrest.

41.2.5 Special Notifications and Release of Information

The purpose is to establish procedures for notifications of various government agencies, public utilities, and news media in the event of emergencies, unattended deaths, major traffic problems, etc.

Any time officers investigate any criminally caused, suspicious or unattended death (not in the presence of a medical doctor or medical care facility) the Benton County Coroner's office will be notified. The investigating officer will coordinate custody and care of the body (or bodies) with the Coroner's office, and the deceased's family, if present. Notification of next of kin will generally be the responsibility of the Coroner's Office.

41.2.5.01 Identification of deceased persons to the media will be left as the responsibility of the Coroner's office, and media inquiries may be directed to their office.

41.2.5.02 Media advisories concerning accidents, road blockages, or other situations which might significantly affect traffic flows on state highways should be directed to the Kennewick, Washington State Patrol Office. Situations which are going to only effect local traffic flows, but are going to present a long-term problem (more that a few hours) will be the responsibility of this department. At his/her discretion, the Patrol supervisor may request that the SE-COMM Dispatch Center contact any or all of the local radio stations, and relay information concerning major local traffic problems for broadcast.

41.2.5.03 A department supervisor should request that dispatch summon the assistance of the Street Department or Public Works Department in the event of any of the following:

- A. Snow or ice on the roadway, which creates a hazardous condition.

- B. Roadway flooding that creates a hazardous condition.
- C. Roadway damage that is serious enough to cause imminent danger to motorists or pedestrians if not immediately repaired.
- D. Damage to, or the absence of important regulatory street signs, such as stop or yield signs maintained by the city.
- E. Malfunction of traffic control devices, which are maintained by the city, and which cannot otherwise be rendered operational.
- F. Roadway spills of a non-hazardous nature, which cannot otherwise be cleared.
- D. Any other hazardous or potentially hazardous roadway conditions, which would require the closure of city streets and necessitate the placing of street barricades.

Notifications will follow the on-call public works list maintained in the SE-COMM Dispatch Center.

41.2.5.04 Non-emergency notification of public utilities can be directed to the SE-COMM Dispatch Center who can make notification by phone at that time.

State routes within the city are generally not the responsibility of the City of Kennewick Public Works Department. The Washington State Patrol will be notified of any hazardous observed conditions.

41.2.5.05 Any officer who observes a hazardous street condition that exists in this or any other jurisdiction has the responsibility of notifying the police agency with jurisdiction, and taking any other measures within reason, which will assist in rendering the condition safe.

officers should also notify, through the SE-COMM Dispatch Center or in person, local fire department personnel of any after hours (2300 to 0700) weather condition changes, which might affect their ability to respond to emergency situations.

41.2.5.06 When information concerning the failure or damage of public utilities is known, efforts will be made by the SE-COMM Dispatch Center to contact the affected utility service and make them aware of the problem. Officers will attempt to control or render safe any situation involving a public utility, which poses a hazard to employee of the community.

41.2.5.07 The supervisor may request the assistance of the fire department to stand by on any situation, and the police supervisor should request that the Environmental Protection Agency be notified in the event of any kind of hazardous materials spill.

41.2.5.08 Death / Injury Notifications

The purpose is to assure that the notification of the next of kin of deceased, seriously injured or ill persons is carried out in a prompt, professional and courteous manner.

Notifications of next of kin shall be broken down into two classifications:

- A. Those notifications generated from incidents occurring within the City of Kennewick, and;
- B. Those reported to this department from another law enforcement agency, governmental agency, medical facility (or doctor), or relative located outside the immediate area.

41.2.5.09 In cases involving death notification, whenever possible, this notification should be conducted by the Coroner's Office in charge of the deceased person's body. From time to time, however, we may be called on to assist with personal notification. Department personnel will make every effort to deliver such notifications initiated by other agencies in person. Officers will attempt to determine the effect of the notification and provide the necessary support resources such as friends, clergy or department chaplains.

41.2.5.10 officers should normally not make any notifications as requested from parties whose identity cannot be otherwise confirmed without approval of the shift supervisor.

41.2.5.11 Notifications that are generated from incidents where there is death or injury, in the City of Kennewick, will be handled as follows:

- A. Death notification will generally be handled by, and/or coordinated with the Benton County Coroner's Office.

- B. Notification of local relatives of seriously injured persons within the City of Kennewick, should be conducted in person if at all possible. Notifications where they are only minor injuries involved (generally those which are not going to require in-patient medical care) can be conducted by phone. These can be completed by an officer or through the SE-COMM Dispatch Center at an officer's request.

41.2.5.12 officers should attempt to provide necessary support services for the next of kin or relatives of deceased, seriously injured, or seriously ill persons whenever necessary.

41.2.5.13 Required Supervisory Presence - Notifications

The purpose is to establish a guideline for those incidents, which require the notification and presence of a Patrol supervisor.

41.2.5.14 The following incidents require the notification and presence of a supervisor:

- A. Disasters (bombings, hazardous material related incidents, etc.).
- B. officer involved in a shooting.
- C. Hostage situations.
- D. Pursuits.
- E. Arrests of police employees or public officials from this or other jurisdiction.
- F. Violent crimes or crimes of a community sensitive nature.
- G. Incidents with injury to an officer.
- H. Death scenes.
- I. Misconduct of a Kennewick officer.
- J. Officer involved in a traffic accident.

The Patrol supervisor, Patrol Commander and the Chief of Police or designee will be notified of any incident they deem to be serious, or of a community sensitive nature.

41.2.5.15 The Patrol Commander and the Chief of Police or designee will be notified as soon as possible by the supervisor or officer-in-charge of major incidents/events, to include:

- A. Police Department employee death or injury requiring hospitalization.
- B. Member of a police employee's immediate family is killed or seriously injured.
- C. Death or serious injury to a public official of the City of Kennewick or from this political subdivision.
- D. Major emergency alerts or incidents.
- E. Hostage/barricaded subject situations.
- F. Arrest of a police employee or public official.
- G. All officer involved shootings.
- H. Homicide or auto fatality.
- I. Politically sensitive incidents.
- J. Any criminal activity or situation deemed necessary by the on-duty supervisor.

Notifications will follow the normal chain of command. A copy of any press release will be left for the Chief of Police or designee and the Division Commanders.

41.2.6. Missing Adults

WASPC Standard 5.10

Missing persons (Adults), for the purpose of this policy, shall be any person over the age of 18 years who is missing from their home, place of employment, institution, or other place without explanation or indication as to their whereabouts. Protocol for handling these calls is as follows:

41.2.6.01 Person residing in Kennewick, last seen in Kennewick - i.e., person goes to store and fails to return; person leaves for work and never arrives.

- A. If the missing person officially resides in the City of Kennewick and was last seen in the City of Kennewick, it shall be the responsibility of the Kennewick Police Department to initiate a missing person investigation.
- B. If it is later determined that the person was known to be in another jurisdiction since being reported missing, the investigation shall remain the responsibility of this agency. Assistance may be requested from the law enforcement agency having authority in the other jurisdiction
- C. If the person is known to have been the victim of a crime, or in some other way associated with an incident in another jurisdiction since being reported missing, the law enforcement agency having authority in that jurisdiction shall investigate that incident. Depending upon the circumstances of that incident, we may terminate our missing person investigation (e.g., homicide victim, suspect in a crime, other information indicating that the individual can be accounted for and is no longer considered "missing").

41.2.6.02 Person officially residing in Kennewick, last known to be elsewhere - i.e., Kennewick resident missing from job site in Seattle; Kennewick resident missing from pleasure trip in Spokane.

- A. If a Kennewick resident is missing from (last known to have been in) another jurisdiction, it shall be the responsibility of the law enforcement agency having authority in that jurisdiction to initiate a missing person investigation. If that agency, for any reason, does not initiate such investigation and the person is subsequently reported missing to this agency, it shall be the duty of the Kennewick Police Department to initiate a missing person investigation.
- B. Upon the initiation of such investigation after learning that the person was last known to be in another jurisdiction, assistance may be requested from the law enforcement agency having authority in that jurisdiction.
- C. Responsibility for coordinating investigations and following the progress of such investigations shall rest with the detective supervisor. If the investigation reveals that the person is known to have left the other jurisdiction, the investigation again becomes the primary responsibility of the Kennewick Police Department.

41.2.6.03 Person residing elsewhere, last known to be in Kennewick - i.e., Oregon resident visiting relatives in Kennewick goes for a walk and fails to return.

- A. In the case where a person is not a resident of Kennewick, but was last known to be in Kennewick, it shall be the responsibility of the Kennewick Police Department to initiate a missing person investigation. Assistance may be requested from other agencies, e.g., dental records, criminal history, etc. It shall be the responsibility of the detective supervisor to coordinate the investigation with any other agency.

41.2.6.04 Final responsibility

- A. It shall be the responsibility of the Kennewick Police Department to initiate a missing person investigation whenever requested by the family, next of kin, significant other, or other law enforcement agencies.
- B. Complainants wishing to report missing persons should be directed to the appropriate agency first, in accordance with the above policy. If for any reason that agency does not initiate an investigation, it shall be the final responsibility of the Kennewick Police Department to do so, regardless of the residence status of the missing person or the circumstances surrounding the incident.
- C. The detective supervisor shall be free to forward the case to another law enforcement agency and request that they conduct further investigation. In such cases, the detective supervisor shall advise the reporting party of such disposition and shall explain the reasons for the reassignment of the cases

41.2.6.05 General investigative procedures

- A. The investigating officer will obtain the initial circumstances surrounding the missing person, description of the person, noting scars, marks, clothing, tattoos or outstanding or unusual characteristics.
- B. Description will be furnished to SeCOMM for immediate broadcast to surrounding agencies.
- C. In any missing person investigation, the appropriate WACIC/NCIC computer entries shall be made immediately by the Records unit. There is no waiting period required before such entry. When the person can be removed from the system, our police services specialist should do it as soon as possible.
- D. Follow-up contact with the reporting person will be assigned to the Detective unit.
- E. The report will be routed to the detective sergeant who will assign the case to a detective for investigation.
- F. In cases involving missing senior citizens, or at-risk persons, an immediate search of the reporting person's home, surrounding neighborhood, or missing person favorite destination should be conducted. Assistance from all available units should be obtained.
- G. Dental records shall be solicited from the family or next of kin, and shall also be entered in accordance with WACIC procedures.

41.2.7 Missing Children

WASPC Standard 5.10 (contd.)

It is the policy of the Kennewick Police Department to thoroughly investigate all reports of missing children, runaways, abducted children, or abandoned children. In addition this department holds that every child reported as missing will be considered as "at-risk" until significant information to the contrary is confirmed. The procedures below detail this agency's response to reports of missing children.

41.2.7.01 Definitions:

- A. The term **missing child** includes a person who is:
 - 1. younger than the age of 18 and;
 - 2. does not meet the "at-risk" criteria as specified below.
- B. The term **at-risk missing child** includes a child who is:
 - 1. 13 years of age or younger; or
 - 2. Believed to be
 - a. out of the zone of safety for his or her age and developmental stage
 - b. mentally incapacitated
 - c. in a life-threatening situation
 - d. in the company of others who could endanger his or her welfare
 - e. is absent under circumstances inconsistent with established patterns of behavior.
- C. **At-risk youth** means a juvenile:
 - 1. Who is absent from home for at least seventy-two consecutive hours without consent of his or her parent;
 - 2. Who is beyond the control of his or her parent such that the child's behavior endangers the health, safety, or welfare of the child or any other person; or
 - 3. Who has a substance abuse problem for which there are no pending criminal charges related to the substance abuse. (RCW 13.32A.030)
- D. **Child "juvenile"** and **youth** mean any un-emancipated individual who is under the chronological age of eighteen years.
- E. **Child in need of services** means a juvenile:

1. *Who is* beyond the control of his or her parent such that the child's behavior endangers health, safety, or welfare of the child or other person;
2. *Who has* been reported to law enforcement as absent without consent for a least twenty- four consecutive hours on two or more separate occasions from the home of either parent, a crisis residential center, an out-of-home placement, or a court-ordered placement; and
 - a. Has exhibited a serious substance abuse problem; or
 - b. Has exhibited behaviors that create a serious risk of harm to the health, safety, or welfare of the child or any other person; or
3. *Who is* in need of:
 - a. Necessary services, including food, shelter, health care, clothing, or
 - b. services designed to maintain or reunite the family; and
 - i. Who lacks access to, or has declined to utilize, these services; and
 - ii. Whose parents have evidenced continuing but unsuccessful efforts to maintain the family structure or are unable or unwilling to continue efforts to maintain the family structure.

F. ***Child in need of services petition*** means a petition filed in juvenile court by a parent, child, or the department seeking adjudication of placement of the child.

G. ***Crisis Residential Center*** means a secure or semi-secure facility established pursuant to RCW Chapter 74.13

H. ***Abandoned*** means when the child's parent, guardian, or other custodian has expressed, either by statement or conduct, intent to forego, for an extended period, parental rights or responsibilities despite an ability to exercise such rights and responsibilities. If the court finds that the petitioner has exercised due diligence in attempting to locate the parent, no contact between the child and the child's parent, guardian, or other custodian for a period of three months creates a rebuttable presumption of abandonment, even if there is no expressed intent to abandon.

I. The term ***runaway child*** means a child or juvenile who is voluntarily missing from the control of a parent or guardian. This is the most common kind of case that law enforcement officers encounter. Due to the increase in violence towards children, all missing children – including runaways – should be considered “at-risk” and efforts made to locate them as quickly as possible.

41.2.7.02 Legislative Authority

Authority to take children and juveniles into custody is granted by **RCW 13.32A.050**. The statute is as follows:

RCW 13.32A.050 - officer taking child into custody -- When authorized -- Maximum time of custody --Transporting to crisis residential center -- Report on suspected abuse or neglect.

- (1) A law enforcement officer shall take a child into custody:
- (a) If a law enforcement agency has been contacted by the parent of the child that the child is absent from parental custody without consent; or
 - (b) If a law enforcement officer reasonably believes, considering the child's age, the location, and the time of day, that a child is in circumstances which constitute a danger to the child's safety or that a child is violating a local curfew ordinance; or
 - (c) If an agency legally charged with the supervision of a child has notified a law enforcement agency that the child has run away from placement; or

(d) If a law enforcement agency has been notified by the juvenile court that the court finds probable cause exists to believe that the child has violated a court placement order issued under this chapter or chapter 13.34 RCW or that the court has issued an order for law enforcement pick-up of the child under this chapter or chapter 13.34 RCW.

(2) Law enforcement custody shall not extend beyond the amount of time reasonably necessary to transport the child to a destination authorized by law and to place the child at that destination. Law enforcement custody continues until the law enforcement officer transfers custody to a person, agency, or other authorized entity under this chapter, or releases the child because no placement is available. Transfer of custody is not complete unless the person, agency, or entity to which the child is released agrees to accept custody.

(3) If a law enforcement officer takes a child into custody pursuant to either subsection (1)(a) or (b) of this section and transports the child to a crisis residential center, the officer shall, within twenty-four hours of delivering the child to the center, provide to the center a written report detailing the reasons the officer took the child into custody. The center shall provide the department with a copy of the officer's report.

(4) If the law enforcement officer who initially takes the juvenile into custody or the staff of the crisis residential center has reasonable cause to believe that the child is absent from home because he or she is abused or neglected, a report shall be made immediately to the department.

(5) Nothing in this section affects the authority of any political subdivision to make regulations concerning the conduct of minors in public places by ordinance or other local law.

(6) If a law enforcement officer has a reasonable suspicion that a child is being unlawfully harbored in violation of RCW 13.32A.080, the officer shall remove the child from the custody of the person harboring the child and shall transport the child to one of the locations specified in RCW 13.32A.060.

(7) No child may be placed in a secure facility except as provided in this chapter.

41.2.7.03 Procedures / Responsibilities

The responsibilities of call takers, first responders, supervisors and detectives for the investigation of Runaway or Missing Children are described below:

Call Takers

During the initial call, standard, pre-determined questions should be asked with the responses relayed to the responding officer. Call takers need to obtain the basic facts and details of the situation while getting a brief description of the missing child and any suspected abductor(s). Whenever possible, SeCOMM personnel should immediately provide the first responding officer with an overview of agency records concerning the child or family. The responsibilities of call takers for reports of missing or runaway children are described in the SeComm Handbook

First Responders

The officer(s) assigned to the call will take the following actions when investigating reports of missing/runaway/abducted children:

- A. Interview parents(s) / person who made initial report.
- B. Verify that the child is in fact missing.
- C. Verify child's custody status.
- D. Identify the circumstances of the disappearance.
- E. Determine when, where, and by whom the missing child was last seen.
- F. Interview the individuals who last had contact with the child.
- G. Based on the available information, make an initial determination of the type of incident;
 1. Runaway (or endangered Runaway)
 2. Lost or Missing Child/Juvenile

3. Non-family abduction
 4. Family abduction
- H. Obtain a detailed description of the missing child, abductor, and any vehicles used.
 - I. Relay detailed descriptive information to SeComm for broadcast to all local agencies.
 - J. Request additional personnel from the on-duty supervisor if circumstances require.
 - K. Determine if there are sufficient criteria for an Amber Alert.
 - L. Request Investigative and/or supervisory personnel if necessary.
 - M. Brief and "up-date" all additional responding personnel.
 - N. Ensure that everyone at the scene is identified and interviewed (separately, if possible).
 1. Note name, address, and home/business phone numbers of each witness.
 2. Determine each witness's relationship to the missing child.
 3. Note any information any witness has about the child's disappearance.
 4. Determine when/where each person last saw the child.
 5. Ask each witness, "What do you think happened to the child?"
 6. Obtain names, addresses, and phone numbers of the child's friends and relatives of the child and family.
 - O. Keep SeComm updated on all developing information for periodic broadcasts to field units.
 - P. Get permission (and note) to search home or building where incident took place.
 - Q. Conduct an immediate, thorough search of the missing child's home, even if the child was reported missing from a different location. Evaluate the contents and appearance of the child's room/residence.
 - R. Conduct a search to include all surrounding areas including vehicles and other places of concealment.
 - S. Treat the area as a "crime scene." Collect child's personal items such as hairbrush, diary, photographs, and items that would contain the child's fingerprints/footprints/teeth impressions.
 - T. Determine if any of the child's personal items are missing.
 - U. If possible, photograph and/or video tape these areas. Obtain photographs of the missing child and abductor (if applicable).
 - V. Prepare incident report and make all necessary notifications.
 - W. Ensure that all information regarding the runaway/missing/abducted child is entered into the WACIC and NCIC Missing Persons File(s), as appropriate.

Detectives

- A. Obtain briefing from first officer on-scene.
- B. Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- C. Obtain a brief, recent history of family dynamics.
- D. Investigate and correct the reasons for conflicting information given by witnesses.
- E. Review and evaluate all available information and evidence collected and develop an investigative plan for follow-up.
- F. Determine what additional resources and specialized services are required.
- G. Execute investigative follow-up plan.
- H. In cases involving missing and/or abducted children the following steps should also be taken:
 1. Ensure that the details of the case are reported to NCMEC (National Center for Missing and Exploited Children, phone **1-800-843-5678**).
 2. Prepare and up-date bulletins for local law enforcement agencies, the Washington State Patrol, FBI, and other appropriate agencies. When possible include photographs of the missing child and possible abductor. Distribute bulletins in appropriate geographical areas.
 3. Secure the child's latest medical and dental records.
 4. Establish a telephone "hotline" for tips and leads.
 5. Establish a "leads management" system to prioritize leads and ensure that each one is reviewed and followed up.

- I. Conduct criminal history check(s) on all principle suspects/participants in the investigation.

supervisors

- A. Obtain briefing and written reports from first officer(s) on scene, detective(s) and any other agency personnel at the scene.
- B. Determine if additional personnel are needed to assist in the investigation.
- C. Determine if outside help is necessary from:
 1. other local agencies and/or the State Patrol
 2. State Missing Children's Clearinghouse.
 3. FBI
 4. Specialized Units.
 5. Victim-Witness Services.
 6. NCMEC's Project ALERT.
- D. Notify the chain of command.
- E. Ensure that all required resources/equipment/assistance necessary for the investigation have been requested and expedite them.
- F. Establish a Command Post away from the child's residence.
- G. Ensure coordination/cooperation among all law enforcement personnel involved in the search and investigative effort.
- H. Ensure that all required notifications are made.
- I. Be available to make any decisions or determinations as they develop.
- J. Utilize media including radio, TV, and newspapers to assist in the search for missing children and maintain media relations, per established protocols, throughout the duration of the case.

41.2.7.04 Runaway, Abandoned, and Missing Children – Investigative Guidelines

Listed below are guidelines for the investigation of Runaway, Abandoned, and Missing Children provided by the National Center for Missing and Exploited Children. These guidelines should be followed by the investigating officer/Detective and modified as appropriate for the circumstances of the case.

The National Child Search Assistance Act of 1990 mandates law enforcement's immediate response to reports of missing children, and the prompt entry of descriptive information into the NCIC missing persons file. Officers/investigators should insure that they include the use of the local or statewide AMBER Alert Plan in their procedures for responding to children who are victims of non-family abductions. Activation of the Amber Alert Plan will be approved by supervisory or command personnel.

41.2.7.05 Runaways

Reports of runaway will be dispatched to the on-duty patrol shift. The responding patrol officer shall make contact with the reporting party and upon contact, complete the Kennewick Police Missing Person/Runaway report form. Upon completion, that form will be utilized by Records staff to enter the runaway into ACCESS.

Follow up on runaway cases will be the responsibility of the patrol division for the first seven (7) days of the report. Patrol supervisors will designate an officer to make contact with the reporting party daily to check on the status of the runaway, including any new information or developments in the case. If, after seven (7) days, the runaway has not returned home, or otherwise been cleared from ACCESS, the case will be transferred to the Criminal Investigation Division for review and assignment.

Once assigned, the detective will obtain dental records and submit those records to Washington State Patrol Missing and Unidentified Person unit (MUPU) as soon as practical, before the case is thirty (30) days old.

Initiation of any runaway / missing person report as well as the clearance of any runaway / missing person report must be by personal contact with the reporting party and subject of the report. Cases will not be initiated or cleared by phone contact. The purpose of the personal contact at the onset as well as when these cases are concluded is to ensure, especially in the cases of missing children, any potential

crime scene is secured as well as for the purpose of interviewing any other potential witnesses. Clearance by personal contact is to ensure the subject's well-being and it provides an opportunity for the officer / detective clearing the case to interview the subject to determine if they were the victim of any criminal activity during their disappearance. As for runaways, the interview may assist the officer / detective with further information regarding why they left.

The Initial Investigation

- A. Check agency records for recent contact with the runaway child (arrests, other activity).
- B. Review school record and interview teachers, other school personnel, and classmates.
- C. Check contents of school locker.
- D. Enter information about the child into NCIC's Missing Person File.
- E. Contact community, child-serving organizations for information.
- F. Investigate Child Protective Services agency records for abuse reports.
- G. Utilize screening procedures to develop an accurate assessment of the child.
- H. Consider having the parent/guardian contact the National Runaway Switchboard at **1-800-621-4000** where parents can leave a message for their child, and check to see if their child has left a message for them.

The Prolonged Investigation

- A. Update initial NCIC entry by fully loading NCIC Missing Person File with all available information including medical and dental records.
- B. Consider upgrading the investigation to "Endangered" if the facts warrant.
- C. Re-interview friends, classmates, and other information sources.
- E. Assist family members in the preparation and distribution of missing-child posters.
- F. Provide support for family through non-profit missing children's organization.
- G. Consider a search of NCIC's Unidentified Person File, utilization of NCIC's Off-Line Search capabilities, and notification of state medical examiners by providing descriptive information and a photograph of the missing child.

If a Runaway cannot be returned to a responsible parent or guardian, Child Protective Services (CPS) should be contacted for placement. CPS should also be contacted for any case involving an abandoned child, an "at-risk child or youth", and any juvenile meeting the criteria listed in the definition above of a "child in need of services." The runaway juvenile should be interviewed to determine his/her reason(s) for running away.

41.2.7.06 Abandoned Children

In cases where it appears a child has been abandoned by a parent or guardian the child should be placed into protective custody and **Child Protective Services** (CPS) should be notified immediately. The local office of CPS can be reached at **787-2800** during business hours, and at **734-7400** after hours and on weekends.

41.2.7.07 Missing Children (Family Abduction)

In case(s) where it appears that the child has been taken by a non-custodial parent or family member the investigating officer / detective should consider taking some/all of the actions listed below depending on the circumstances of the incident:

The Initial Investigation

- A. Examine court records.
- B. Conduct background investigation on both parents.
- C. Provide tasks for left-behind parent. (Obtain photos, lists of friends/relatives, list any special medical needs, etc.)
- D. Interview family and friends of suspect-parent.
- E. Enter information about the child and suspect-parent into NCIC Missing Person File (Involuntary Category).
- F. Obtain and evaluate all information that may indicate location of suspect-parent.

- G. Coordinate the issuance of an arrest warrant against suspect-parent with prosecutor.
- H. Assure entry of warrant information into NCIC Missing Person File (child) and Wanted Person File (suspect-parent).
- I. Confirm entry of warrant information into NCIC Missing Person File (child) and Wanted Person File (suspect-parent).
- J. Consider use of civil procedures such as writ of habeas corpus and writ of assistance.
- K. Provide support for family through nonprofit missing children's organization.

The Prolonged Investigation

- A. Secure federal UFAP warrant, if facts support issuance.
- B. Identify and flag all pertinent sources of information about both child (such as school, medical, birth) and suspect-parent (such as employment, education, professional).
- C. Utilize information sources such as credit bureaus, database systems, motor vehicle bureaus, and the Federal Parent Locator Service (FPLS) to search for suspect-parent through identifiers such as social-security number, name, and date of birth.
- D. Request U.S. Postal Service authorities to provide change-of-address information and assistance in setting up a mail cover on selected family or friends of the suspect/parent.
- E. Identify and evaluate other information about suspect-parent that may provide information such as employment records, occupational licenses, organization memberships, social interests, hobbies, and other lifestyle indicators.
- F. Assist left-behind parent in missing-child poster preparation and distribution.

41.2.7.08 International Abductions

- A. Become familiar with laws of suspect-parent's country concerning custody matters.
- B. Contact U.S. Department of State for assistance in civil aspects of the abduction and potential for return of child through legal and diplomatic channels.
- C. Seek information from INTERPOL, the International Criminal Police Organization, concerning criminal proceedings against the suspect-parent.

41.2.7.09 Recovery/Case Closure

- A. Arrest suspect-parent away from child, if possible.
- B. Notify child-protective-service workers about possible need for temporary shelter care until the left-behind parent or investigator arrives.
- C. Conduct a thorough interview of the child and abductor separately, document the results of the interviews, and involve all appropriate agencies.
- D. Suggest community resources (Crisis Response, Victim/Witness Services) available to parents/guardians to help with reunification.
- E. Cancel alarms and remove case from NCIC and other information systems.

41.2.710 Missing Children (Non-Family Abduction)

In case(s) where it appears that the child has been taken by a non-family member (stranger abduction) the investigating officer / detective should consider taking as many of the actions listed below as resources permit. All efforts should be coordinated through the Command Post, when possible, to ensure effective use of resources and a planned response.

Initial Investigation

- A. Assign officer to victim's residence with the ability to record and "trap and trace" all incoming calls. Consider setting up a separate telephone line or cellular telephone for agency use.
- B. Consider if Amber Alert is applicable, implement if criteria is met.
- C. Collect DNA samples (hair from brush, tooth brush, etc) for future comparison purposes.
- D. Conduct neighborhood / vehicle canvass.
- E. Compile list of known sex offenders in the region.
- F. Develop profile on possible abductor.
- G. Consider use of polygraph for parents and other key individuals.
- H. In cases of infant abduction, investigate claims of home births made in that area.

- I. Fully load NCIC Missing Person File (involuntary category) with complete descriptive information, medical information, dental information, and use the Child Abduction (CA) flag.
- J. Utilize NLETS and other information systems to alert local, state, regional, and federal law enforcement agencies.
- K. Review records found in various law-enforcement databases, including NLETS, for attempted abductions with case similarities.
- K. Provide support for family through non-profit missing children's organization.

Prolonged Investigation

- A. Reread all reports and transcripts of interviews.
- B. Revisit the crime scene.
- C. Review all potential witness/suspect information obtained in the initial investigation and consider background checks on anyone identified in the investigation.
- D. Review all photographs and videotapes.
- E. Reexamine all physical evidence collected.
- F. Review child-protective-agency records.
- G. Develop time lines and other visual exhibits.
- H. Re-interview key individuals.
- I. Interview individuals such as delivery personnel; employees of gas, water, electric, and cable companies; taxi drivers; post-office personnel; and garbage handlers.
- J. Critique results of the ongoing investigation with appropriate investigative resources.
- K. Arrange for periodic media coverage.
- L. Utilize rewards and "Crimestoppers" programs.
- M. Contact NCMEC for photo dissemination, age-progression, and other case assistance.
- N. Update NCIC Missing Person File information as necessary.

Recovery/Case Closure

- A. Arrange for a comprehensive physical examination of the victim.
- B. Conduct a careful interview of the child, document the results of the interview, and involve all appropriate agencies.
- C. Provide effective reunification techniques.
- D. Cancel alarms and remove case from NCIC and other information systems.
- E. Perform constructive post-case critique.

41.2.7.11 Washington State Endangered Missing Person Advisory Plan

PURPOSE:

The Washington State Endangered Missing Person Advisory (EMPA) is authorized by RCW 13.60.010 and 13.60.050. The EMPA is a program of voluntary cooperation among broadcasters; cable systems; local, state, and tribal law enforcement agencies; state agencies; and other participants to enhance the ability to recover a missing and endangered person. Some—but not all—of the AMBER Alert notification resources can be used.

The AMBER Alert Advisory Committee, as established by the Statewide AMBER Alert Plan, shall be responsible for providing administrative oversight to develop, implement, review, and recommend revisions to all aspects of the Washington Statewide EMPA Plan. Such recommendations are made to the State AMBER Alert Manager.

ENDANGERED MISSING PERSON ADVISORY CRITERIA The EMPA is initiated by law enforcement agencies using the following criteria:

The person is missing under either:

- A. Unexplained, involuntary, or suspicious circumstances; and the person is believed to be in danger because of age, health, mental or physical disability [as defined in RCW 71A.10.020(5)], or is a vulnerable adult [as defined in RCW 74.34.020(17)], is missing during adverse weather conditions and/or is believed to be unable to return to safety without

assistance.

- B. Voluntary circumstances, only if a person, due to mental disability [as defined in RCW 71A.10.020 (5)] is in danger because of age or health, during adverse environment or weather conditions and/or is believed to be unable to return to safety without assistance.
- C. The designated title "Silver Alert" will be used when the endangered missing person is age 60 and over.
- D. There is enough descriptive information that could assist in the safe recovery of the missing person. (Include as much of the following as possible.)

For missing person - photo; height; weight; age; hair and eye color; hair length; race; any distinguishing physical characteristics; clothing worn when last seen; vehicle, if any, to include color, make, model, license number, approximate year (older, newer); location last seen, etc.).

For possible subjects/suspects - same descriptive information as above.

The incident has been reported to and investigated by a law enforcement agency.

PROCEDURE FOR AGENCIES TO INITIATE AN ENDANGERED MISSING PERSON ADVISORY

- A. Investigating agency responsibilities include the following. If all criteria are met, initiate the following actions, as appropriate: **WASHINGTON STATE ENDANGERED MISSING PERSON ADVISORY PLAN August 2015**
- B. Prepare an "Endangered Missing Person Advisory" Administrative Message through A Central Computerized Enforcement Service System (ACCESS). Write "Endangered Missing Person Advisory" in the title of the message.
- C. Contact the Washington State Patrol (WSP) Missing and Unidentified Persons unit (MUPU) at (800) 543-5678 to verify it received the advisory via ACCESS.
- D. Enter the information into the WACIC and National Crime Information Center (NCIC) databases using the proper message key: Missing (MNP), Endangered (EME), or Involuntary (EMI). **Note:** Dental records of a person missing 30 days or longer must be provided to the WSP MUPU.
- E. Obtain a photograph of the missing person and/or suspect as soon as possible and enter it with the missing person record into WACIC and NCIC, then send an e-mail to the WSP MUPU using the address MPU@wsp.wa.gov.
- F. The investigating agency or its dispatch center must ensure it is prepared to handle a high volume of phone calls. Consider allocating additional resources.
- G. Appoint a Public Information officer (PIO) to handle the press. Once the advisory has been activated, media coverage may be overwhelming, especially for a small department. The PIO should be constantly updated and encouraged to utilize the media as much as possible and receive the maximum exposure for the case. Activating agencies may contact the Washington State Patrol Government and Media Relations Office to request assistance.
- H. When a law enforcement agency has determined that an incident qualifies for activation of a statewide EMPA, the agency must notify the WSP. The WSP Communications Center that covers the approving agency area of responsibility will make the entry into the portal. As a back-up or as an advisor the AMBER Alert Coordinator can also make the entry into the portal.

Notes:

The EMPA does not preclude any in-house procedures, policies, or practices used by a law enforcement agency.

An EMPA may be issued on a local, regional, or statewide basis; however, the portal allows for statewide activation only. Local or regional advisories need to be handled by traditional methods of contacting the media.

THE FOLLOWING WILL HAPPEN AFTER THE ADVISORY IS ACTIVATED:

- A. All Washington law enforcement agencies are notified through the ACCESS Administrative Message.
- B. The portal will automatically notify all alerting partners and the public (who are subscribed) of the initial advisory and any subsequent updated advisories.
- C. In the event the portal does not function, or as a manual backup, the investigating agency should notify broadcasters, media, and social media sites of the EMPA. The Washington State Association of Broadcasters has an address list available on its web site for reference. The WSP Government and Media Relations Office also has address (e-mail) groups available for the investigating agency's use. **WASHINGTON STATE ENDANGERED MISSING PERSON ADVISORY PLAN August 2015**
- D. Upon request of the investigating agency, the WSP MUPU can provide electronic posters with details of the missing person.
- E. The WSP will notify all of their Ports of Entry of the EMPA.
- F. The investigating agency should notify the National Center for Missing and Exploited Children (NCMEC) at 1-800-843-5678 if the missing person is 21 years or under.
- G. Department of Transportation (DOT) Regional Traffic Management Centers (TMCs) will respond to requests to activate an EMPA through notification from the WSP, the portal or upon notification from another Regional TMC. Once the initiating local area WSP District Communications Center has notified the Regional TMC, that TMC is considered the "initiating TMC."
- H. Where there is only partial vehicle information available, wording on the Variable Message Signs (VMS) and text of the Highway Advisory Radio (HAR) messages will be a joint decision between the TMC supervisor and the WSP lieutenant or above, in accordance with approved WSDOT Standard Operating Procedures. WSDOT will not convey EMPA information when there is no vehicle information.
- I. The decision on the geographic location of VMS to be activated will be made in collaboration between the TMC supervisors, a WSP lieutenant or above or the State AMBER Alert Coordinator.
- J. The length of time an EMPA will be transmitted via VMS and HAR will be after discussion between the TMC supervisor and WSP lieutenant or above.

CANCELING THE ENDANGERED MISSING PERSON ADVISORY

- A. The investigating agency must cancel the EMPA by sending another Administrative Message through ACCESS, noting the person has been located, etc.
- B. The investigating agency must notify the WSP Communications Center of the cancellation for the portal.

- C. The portal will automatically notify all alerting partners and the public (who are subscribed) of the cancellation. In the event the portal does not function, or as a manual backup, the investigating agency should notify broadcasters, media, and social media sites of the EMPA cancellation. The Washington State Association of Broadcasters has an address list available on its web site for reference. The WSP Government and Media Relations Office also has address (e-mail) groups available for the investigating agency's use. The EMPA will not be cancelled in LEAP until the endangered subject is located or the requesting agency determines use of the EMPA within LEAP is no longer effective. Follow up with the investigating agency for active EMPA's will be done by the MUPU Manager as the situation merits to ensure the status of the EMPA remains current.

41.2.7.12 AMBER Alert Criteria

WASPC 15.9

All elements 1 through 5 should be satisfied, after considering all the facts and circumstances of the incident, for the incident to qualify as an AMBER Alert.

- A. The child is under eighteen (18) years of age and is known to be abducted and is not a runaway from home or abandoned.
- B. The abducted child is believed to be in danger of death or serious bodily injury.
- C. The AMBER Alert activation should occur within 4 hours of the event qualifying under the criteria as an AMBER Alert unless circumstances or the timeliness of the information warrant otherwise.
- D. There must be enough descriptive information available to believe that an AMBER Alert activation will assist in the recovery of the child. (Must include as much of the following information as possible)
 - 1. Where the abduction took place;
 - 2. A specific physical description of the child [can include clothing worn when last seen; height, weight, age, hair and eye color, hair length, any additional distinguishing physical characteristics];
 - 3. A physical description of the abductor [can include approximate height, weight, hair color/length, eye/skin color, clothing; any distinguishing physical characteristics.];
 - 4. Place last seen;
 - 5. Description of the vehicle [can include color, make, model, license number, approximate year (older, newer);]
 - 6. The incident must be reported to and investigated by a law enforcement agency.

41.2.7.13 SILVER-ALERT

Silver Alerts are issued for anyone 60 and over and suffering from dementia. The alerts will be issued as Endangered Missing Persons Advisories but will have the Silver Alert designation within the description.

41.2.7.14 BLUE Alert

The Blue Alert system is consistent with the Amber alert program, endangered missing person advisory plan, and the missing person clearinghouse, for voluntary cooperation between local, state, tribal, and other law enforcement agencies, state government agencies, radio and television stations, and cable and satellite systems to enhance the public's ability to assist in apprehending persons suspected of killing or seriously injuring a law enforcement officer. The blue alert system shall include the following:

- A. Procedures to provide support to the investigating law enforcement agency as a resource for the receipt and dissemination of information regarding the suspect and the suspect's whereabouts and/or method of escape;
- B. The process for reporting the information to designated media outlets in Washington; and

- C. Criteria for the investigating law enforcement agency to determine quickly whether an officer has been seriously injured or killed and a blue alert therefore needs to be requested.
1. The investigating law enforcement agency may request activation of the blue alert system and notify appropriate participants in the blue alert system, when the investigating law enforcement agency believes that:
 - a. A suspect has not been apprehended;
 - b. A suspect may be a serious threat to the public;
 - c. Sufficient information is available to disseminate to the public that could assist in locating and apprehending the suspect;
 - d. Release of the information will not compromise the investigation; and
 - e. Criteria to ensure that releasing the victim information is proper, as to avoid improper next of kin notification.
 2. When a blue alert is activated, the investigating law enforcement agency shall provide descriptive information under the criminal justice information act, chapter [10.98](#) RCW, and the national crime information center system.
 3. The investigating law enforcement agency shall terminate the blue alert with respect to a particular suspect when the suspect is located or the incident is otherwise resolved, or when the investigating law enforcement agency determines that the blue alert system is no longer an effective tool for locating and apprehending the suspect.

41.2.8 Persons Suspected of Suffering from Mental Illness

WASPC 15.10

The Kennewick Police Department is occasionally called upon to investigate cases where adult handicapped or disabled persons are victimized or in need of Community Services. It is the policy of this Department to handle these cases in an expeditious manner so as to reduce exploitation or abuse, and to notify the appropriate social service agencies charged with providing assistance.

Responding to mentally ill people or persons with special needs has become a more common part of the police peacekeeping function. Several factors have increased this likelihood: deinstitutionalization in the 1960's, cutbacks in mental health funding, and changes in the laws governing patient rights.

At the same time, society's tolerance of mentally ill persons in the community is limited. Given the stereotype of mentally disordered persons as dangerous, citizens often call upon the police to "do something" in situations involving mentally ill individuals, especially when they exhibit aggressive behaviors.

The intent of this regulation is to provide guidance to department personnel in dealing with persons suspected of being mentally ill or having special needs. While the most serious consequences of officer interactions with the mentally ill are altercations or armed confrontations, other agency personnel who come in contact with the public will need to provide information and assistance to the mentally ill. While the list below is certainly not complete, it should provide personnel with some behaviors and conditions they can observe that may help to identify persons with mental health needs.

41.2.8.01 Possible Indicators

Persons suffering from mental illness may neglect their personal care and exhibit some of the following:

- A. Personal appearance
 1. Unkempt appearance
 2. dirty or uncombed hair
 3. unshaven
 4. dirty clothing
 5. inappropriate clothing for weather
 6. body odors
- B. Condition of residence (if applicable)

1. exterior and/or interior of residence in poor repair
2. old newspapers lying around
3. inaccurate calendar
4. little or no food
5. strong odors
6. many pets – animals appear neglected
7. garbage or litter

C. Persons suffering from mental illness may exhibit signs of some of the following mental / emotional conditions:

1. confusion
2. disorientation
3. inappropriate responses
4. forgetfulness
5. repetitiveness in conversation
6. seeing, hearing, smelling, tasting, feeling things that are not there
7. false irrational beliefs, which persist but are not real or true
8. suspiciousness, lack of trust
9. unusual or bizarre behavior
10. exhibit anger, irritability, hostility towards self and/or others
11. appear nervous or fidgety
12. appear sad or depressed
13. alcohol and/or drug abuse

41.2.8.02 Community Resources

The following are some of the agencies that provide services for persons with special needs or suffering from mental illness and may be appropriate resources for intervention and services:

A. Crisis Response Center	500 N Morain St., Ste 1250, Kennewick	(509) 783-0500
B. Detox Center	1020 N. 7 th , Pasco	(509) 547-9000
C. TRIOS Hospital	3810 Plaza Way	(509) 221-7000
D. Kadlec Hospital	888 Swift Blvd., Richland	(509) 946-4611
E. OLOL Hospital	520 N. 4 th , Pasco	(509) 547-7704
F. Lourdes Counseling	1175 Carondelet Dr., Richland	(509) 943-9104
G. Child Protective Services	1661 Fowler, Richland	(509) 734-7400
H. Lutheran Social Services	3321 W. Kennewick Ave. Suite 150	(509) 735-6446
I. DSHS Community Services Office	1020 N. Edison	(509) 735-7119
J. DSHS Mental Health Services	Olympia, WA	1-800-713-6010
K. Adult Protective Services – Hotline		1-800 562-6078
L. Adult Day Services (Benton-Franklin)		(509) 586-5731

41.2.8.03 Guidelines

When dealing with persons suspected of being mentally ill officer(s) should remember that the subjects' mental condition is an "illness," not a crime. Because the mentally ill can act in unpredictable ways an officer should always employ good officer safety practices and protect other persons.

During interviews and interrogations officer(s) should carefully explain a subjects rights and assess the persons responses and understanding of their rights. A persons' intelligence (I.Q.) is not related to mental illness.

Some tactical considerations with persons suspected of mental illness are:

Do's:

- Ignore verbal abuse
- Be patient
- Wait for back-up
- Speak clearly & calmly
- Move slowly
- Expect sudden changes in behavior
- Use restraints (when warranted)

Don'ts:

- Lie
- Argue
- Agree with the person's delusions

Whenever possible officer(s) should take time to observe and evaluate the persons' behavior before engaging them. Medical conditions such as epilepsy, stroke, head injury/brain tumors, Amnesia, autism, diabetes, mental retardation, and alzheimer's disease can mimic mental illness.

41.2.8.04 Involuntary Treatment Act

In 1974 the Washington State Legislature enacted the Involuntary Treatment Act (I T A). RCW Chapter 71.05, MENTAL ILLNESS addresses the rights of persons with mental illness, establishes powers and responsibilities for Mental Health Professionals (MHP's), and guidelines for law enforcement officers to detain a person to be evaluated & treated for a mental illness without their consent.

RCW 71.05.153**Emergent detention of persons with Mental disorders – Procedure**

(1) When a designated mental health professional receives information alleging that a person, as the result of a mental disorder, presents an imminent likelihood of serious harm, or is in imminent danger because of being gravely disabled, after investigation and evaluation of the specific facts alleged and of the reliability and credibility of the person or persons providing the information if any, the designated mental health professional may take such person, or cause by oral or written order such person to be taken into emergency custody in an evaluation and treatment facility for not more than seventy-two hours as described in RCW 71.05.180.

(2) A peace officer may take or cause such person to be taken into custody and immediately delivered to a triage facility, crisis stabilization unit, evaluation and treatment facility, or the emergency department of a local hospital under the following circumstances:

(a) Pursuant to subsection (1) of this section; or

(b) When he or she has reasonable cause to believe that such person is suffering from a mental disorder and presents an imminent likelihood of serious harm or is in imminent danger because of being gravely disabled.

(3) Persons delivered to a crisis stabilization unit, evaluation and treatment facility, emergency department of a local hospital, or triage facility that has elected to operate as an involuntary facility by peace officers pursuant to subsection (2) of this section may be held by the facility for a period of up to twelve hours.

(4) Within three hours of arrival, the person must be examined by a mental health professional. Within twelve hours of arrival, the designated mental health professional must determine whether the individual meets detention criteria. If the individual is detained, the designated mental health professional shall file a petition for detention or a supplemental petition as appropriate and commence service on the designated attorney for the detained person. If the individual is released to the community, the mental health provider shall inform the peace officer of the release within a reasonable period of time after the release if the peace officer has specifically requested notification and provided contact information to the provider.

41.2.8.05 Patrol officers assigned to investigate a case involving the above will do so taking appropriate care to remove the victim from continuing jeopardy, if present. Actions taken by the officer should be coordinated through the Adult Protective Services or other community resources as available.

A complete report will be submitted on all incidents. The supervisor, upon approval of the report, will route the report to the Investigative unit supervisor. Should follow up be required, the case will be assigned to the appropriate investigator.

41.2.8.06 If not previously notified, the assigned investigator will notify Adult Protective Services on any complaint received, and will immediately forward a copy to that agency.

Cases referred to the Kennewick Police Department from Adult Protective Services will be handled according to the protocol for Adult Protective Services, unless exigent circumstances exist.

41.2.8.07 Training

Dealing with persons suspected of having mental illness is instructed at the Basic Law Enforcement Academy. The block of instruction on Crisis Intervention comprises 39 hours of instruction and includes practical exercises, mock scenes, and a written examination. *(a copy of the Academy curriculum is included in the Accreditation File).*

The Kennewick Police Department will host Critical Incident Training (CIT) annually. Department personnel may attend this training as staffing permits. The 40-hours class focus is dealing with persons with mental health illness and provides available community resources for the mentally ill. Training will be coordinated and documented by the Training officer / Training unit.

41.2.9 Procedure for Handling Shoplifters

For the purpose of this standard, two specific offender groups will be defined: Adult offenders and Juvenile offenders.

41.2.9.01 General Information - when dealing with shoplift situations in which store employees have witnessed the incident and apprehended the suspect, Kennewick officers will generally proceed as follows:

- A. Obtain the facts of the incident from the store employees and determine the sufficiency of the case.
- B. Assist the store employees, if necessary, in identifying the necessary elements to establish sufficient probable cause.
- C. Upon a determination that the case is sufficient for prosecution, proceed according to the appropriate procedure based on the age of the suspect.

If the incident lacks the sufficiency necessary for a criminal charge, the officer shall explain these deficiencies, advise that the department will not charge the suspect with a criminal violation at this time, and advise the store employees how to proceed should they disagree with the decision.

If the officer is uncertain as to the sufficiency of the case, the officer shall refrain from charging a criminal violation at that time and advise the store employees that further investigation will be conducted and, upon its completion, a determination made as to appropriate charges.

Should the final decision result in no charges, the store employees should be re-contacted with that information along with the information indicating their alternative should they disagree with that decision.

41.2.9.02 Adult Offenders - when dealing with shoplift complaints in which store employees have apprehended and detained an adult suspect, it will be the officer's responsibility to investigate the situation to determine whether the store employees have a valid case. If the officer is satisfied that the situation has been handled properly by the store employees and that there is sufficient evidence to substantiate the charge of shoplift, the officer may charge accordingly.

In adult situations, it shall be the complaining store's prerogative to indicate whether or not they wish to pursue prosecution. Should a complaining store demand prosecution when the officer feels that prosecution is unnecessary (i.e., small amounts of loss, etc.), the officer shall honor the store's wishes, providing the officer is satisfied that he has a legitimate shoplifting situation.

Should the officer be unsure of his grounds for arrest, or unsure that the entire situation was handled properly by store employees, the officer may refuse to issue an arrest citation at that time and shall explain to the involved store employees that the case will be referred to the city prosecutor to determine whether or not a sufficient case exists.

If the officer definitely feels that sufficient evidence is lacking for the charge of shoplift, the officer may refuse to issue an arrest citation and will advise the involved store employees of the reasons and also the store may pursue the issue further by contacting the city attorney.

The main issue in handling these shoplifting complaints is the determination of whether or not the store employees have built a sufficient case of shoplift. The Police Department does not bring charges against a person when evidence is lacking.

41.2.9.03 Juvenile Offenders - the criteria outlined under ADULT OFFENDERS will be followed in juvenile situations to include the following:

Unless a juvenile is released to a parent or guardian, the officer shall be responsible for notifying the parent or guardian of the circumstances surrounding the arrest and to whom the juvenile was released.

41.2.9.04 When businesses meet the following criteria, they may agree to participate in our "Loss Prevention Program".

- A. Businesses must employ loss prevention officers.
- B. Each loss prevention officer must satisfactorily complete a training course put on by the Kennewick Police Department.
- C. Businesses must have in effect their own policy where they complete their own case reports and maintain their own evidence.

Loss prevention officers are able to refer cases directly to the prosecutor for the following charges only.

- A. Theft in the third degree.
- B. Criminal Trespass.
- C. Possession of tobacco by a minor.
- D. Possession of tobacco by a minor
- E. Possession of stolen property from another store (when recovered).

41.2.9.05 Most shoplift situations will be handled by the loss prevention officer without assistance from our department. Loss prevention officers are instructed to call for assistance of a Kennewick officer in the following situations:

- A. Found narcotics.
- B. Apparent Felony charges.
- C. Suspect has assaulted another person.
- D. Suspect has a warrant for his/her arrest.
- E. Suspect is a runaway.
- D. Unable to positively identify the suspect.
- G. Parent or guardian is unavailable.
- H. Any unusual or questionable situation.

When narcotics are found, the charges are a felony, or the suspect has assaulted another, the Kennewick officer shall complete a written case report and process the case as outlined in 41.2.9.01.

When a suspect has warrants or is a runaway, the Kennewick officer shall take the appropriate action for the situation. The remaining charges will be referred to the prosecutor through the loss prevention program.

When a Kennewick officer responds to assist in identification or locating suspects, parents, the officer shall complete a narrative documenting how identification was made. The narrative shall be given to the loss prevention officer to put with their case report. If the Kennewick officer is unable to positively identify the suspect and /or is unable to locate the parent or guardian, the officer shall use the procedure as outlined in

41.2.9.06 When the loss prevention officer has encountered an unusual situation or has a question, the Kennewick officer shall make contact with the loss prevention officer and take the appropriate action.

41.2.9.07 Any problems or concerns about the loss prevention program or loss prevention officers shall be routed through the Kennewick officer's supervisor to the loss prevention program supervisor.

41.3.1 Patrol Vehicles – Emergency Equipment Requirements

WASPC Standard 15.4

The purpose is to provide a directive, which specifies what equipment must be installed or carried in each marked patrol vehicle.

41.3.1.01 Each marked patrol vehicle will have at least the following equipment installed or mounted, which shall be in good working order:

- A. Red and/or blue lights installed on the vehicle (RCW 46.37.190).
- B. A siren as specified in RCW 46.37.380.
- C. A public address system also capable of directing police radio transmissions to the exterior of the vehicle.
- D. Left and right alley lights.
- E. A hand operated directional spot light.

41.3.1.02 Procedures for when to activate emergency equipment are discussed in Section 41.2.1.01-.03 – Call Responses.

41.3.2 Equipment Included in Patrol Cars

Each marked patrol vehicle will also carry at least the following items, in the location indicated, and in the volume indicated. Vehicles will be inspected by a shift supervisor on a monthly basis, who will complete a vehicle inspection sheet.

- A. Six twenty minute flares- in the trunk.
- B. One fully charged fire extinguisher- in the trunk.
- C. One blanket (disposable type accepted) in the trunk.
- D. One fully stocked first aid kit- in the trunk.
- E. Blood borne pathogen kit.
- F. Traffic vest.

41.3.3 Use of Occupant Safety Restraint Devices

WASPC Standard 8.8

The purpose is to establish guidelines for the use of occupant restraint devices within police vehicles.

41.3.3.01 As required in RCW 46.61.688 occupant restraint devices (seat belts, and shoulder harnesses) will be used by all department personnel when riding in city-owned vehicles.

41.3.3.02 Department personnel should advise citizens who are guests or riding in department owned emergency vehicles that restraint device usage, by them is mandatory.

41.3.3.03 Subjects who are in custody will generally be seat belted. Such devices will not be applied only if the subject is of a combative nature, which makes it impractical for him/her to be seat belted. officers will secure the suspect with the appropriate restraint devices to insure their safety while being transported to the proper receiving facility.

41.3.3.04 Seat belts may be applied to self-destructive or combative subjects for their own protection, but care must be used to allow the subject to be removed from the vehicle in a hurry if the need arises.

Generally, such self-destructive individuals can best be transported by other services such as a private ambulance service.

41.3.4 Uniforms / Equipment / Appearance of Uniform officers

The purpose is to provide uniform guidelines for the purchasing and wearing of uniforms and equipment, and to establish standards for the appearance of Kennewick Police officers. Uniform purchases will be handled per the collective bargaining agreement.

All uniforms, unless otherwise specified, shall be made from material approved by the Chief of Police or designee. All prescribed uniform clothes, linings, braids, chevrons, insignia, service emblems, caps, helmets, raincoats, bars, devices, and chinstraps shall be worn only as approved by the Chief of Police or designee.

41.3.4.01 Wearing of the Uniform - Uniforms shall be kept neat, clean and well pressed at all times. Uniform shirts and trousers shall be worn securely buttoned; zipping up of the uniform jacket is at the discretion of the individual officer.

No pins, badges, insignia, markings will be worn on, or with, the uniform unless specifically authorized by the Chief of Police or designee. Employee shall wear the duty uniform during their tour of duty. Command officers may prescribe other clothing as required by the nature of the duty to which a particular employee is assigned.

Ballpoint pens will not be exposed or have clips exposed while carrying them in the uniform shirt pocket.

An employee of the department in uniform shall not carry an umbrella, cane, etc., except when necessary for police duty.

41.3.4.02 The regulation uniform for commissioned employee of the Kennewick Police Department consists of the following prescribed items:

- A. Uniform hat with hat badge or helmet.
- B. Regulation police shirt (summer and winter) with black buttons, regulation shoulder patches, service stripes, insignia of rank.
- C. Regulation tie with safety release.
- D. Name tag
- E. Official shield, properly displayed.
- F. Regulation uniform trousers.
- G. Black trouser belt.
- H. Approved uniform jacket.
- I. Black or navy blue socks.
- J. Shoes or boots as authorized by the Chief of Police or designee.
- K. Black T-shirt with high neckband will be worn with the summer regulation shirt.
- L. Black gloves may be worn during inclement weather or as authorized by the Chief of Police or designee. Sap gloves or other weighted gloves are not permitted.
- M. Black turtleneck shirt may be worn in place of the tie during normal uniformed functions.
- N. Department authorized baseball caps. (to be worn only during certain authorized weather conditions).
- O. Other pins authorized by the department. Those currently authorized are, , , K-9 and Traffic Wings. Any other pins must be approved by the Police Chief or their designee. , .

41.3.4.03 Regulation hat - will consist of the round style LAPD uniform hat. All uniform shirts (long sleeve and short sleeve) will meet department specifications. The Chief of Police or designee may authorize alternative uniform specification clothing as may be required for medical conditions.

41.3.4.04 K-9 officers - will wear the uniform as approved by the Patrol Commander. During periods when the winter uniform is required a turtleneck shirt will be worn under the uniform. During summer months when the summer uniform is authorized a black T-shirt with high neckband will be worn. Authorized plain toe black leather boots are permitted for the K-9 officer during the year.

41.3.4.05 Motor officers - will wear regulation uniform shirt with the addition of the flying wheel patch on the left sleeve below the KPD shoulder patch. Motor officers will wear authorized breeches along with regulation boots.

41.3.4.06 Seasonal Uniforms - Seasonal change of uniform will be directed by the Patrol Commander. During the uniform changeover period there will be times when the weather will be cold enough to require a jacket but long sleeve shirts are not required. The wearing of a jacket without a tie will be authorized during this time.

The wearing of a department authorized sweater with either a uniform shirt or a turtleneck shirt will be authorized for winter wear. The sweater must meet the department specifications and will be furnished by the officer. The sweater will be worn over either a long or short sleeve shirt with a turtleneck shirt navy blue in color underneath. In place of a turtleneck shirt the officer may elect to wear a uniform tie. The sweater may also be worn over a turtleneck shirt without a uniform shirt.

A black turtleneck long sleeve shirt may be worn in place of a necktie with a long sleeve uniform shirt.

The necktie is to be worn any time the dress uniform hat is required.

41.3.4.07 Wearing of prescribed uniform cap - the cap will be required on special occasions as directed by the Chief of Police or designee. The cap shall be worn straight away. It shall not be cocked forward, sideways or backward on the head. The appropriate cap emblem shall be attached center front.

41.3.4.08 Cap devices shall include the following:

- A. For employee of the department with the rank of corporal or above, a Silver cloth band.
- B. For all uniform police officers, a black band.

41.3.4.09 Insignia of rank - the insignia for employees of the Department above the rank of patrol officer are:

- A. Chief of Police – Three Silverstars worn on the shirt collar, mounted 1/2" from the front edge.
- B. Commander – one silver stars are worn on the shirt collar mounted 1/2" from the front edge.
- C. Sergeant - black base, silver chevron on each sleeve of all uniform jackets and shirts, points centered on crease, 1/2" below bottom of shoulder patch (sergeant's chevron may touch the bottom of the shoulder patch).

41.3.4.10 Regulation shoulder patch – the KPD shoulder patch shall be worn on each sleeve of all uniform jackets and shirts 1/2" below the shoulder seam, centered on the military crease.

41.3.4.11 Service stripes - all employee of the Department assigned to uniform duty may wear service stripes on the left sleeve of all uniform shirts. Each service stripe shall represent five years of continuous service as a commissioned full-time police officer. The service stripe will measure 3/8" x 2". Service stripes will be worn "I above the cuff and I" to the left of the crease.

41.3.4.12 Nametags - the nametag shall be worn above the right shirt pocket and the nametag itself is centered on the military crease.

Silver nametags - shall be used by all uniform officers.

41.3.4.13 Footwear - Black specification shoes approved by the Chief of Police or designee. Leather, plain toe boots are authorized during inclement weather. (see 41.3.4.04 -.05 for exceptions for K-9 and Motor officers).

41.3.4.14 Handcuffs - all patrol personnel assigned to duty in uniform shall carry regulation handcuffs while on duty. Authorized handcuffs are either black or silver in color.

41.3.4.15 Watches - all officers shall carry a serviceable watch, properly set, while on duty.

41.3.4.16 Shields - shields for the different ranks shall be of the type prescribed by the Chief of Police or designee. A commissioned employee of the department, when in uniform, shall display the shield on his outermost garment over the left breast, when practical. When in civilian clothes at the scene of a police emergency or disturbance, or when otherwise necessary to establish his/her official identity, his/her shield shall be similarly displayed over his/her outermost garment.

An employee of the department shall immediately report the loss of his/her shield to their supervisor; together therewith, he/she shall submit a statement of the circumstances attending such loss. The supervisor shall prepare a report of his/her investigation and submit same, including recommendations, through the chain of command to the Chief of Police or designee. Replacement will follow contract guidelines as set between the Kennewick Police Management Association, Kennewick Police Benefit officers Association, and the City of Kennewick.

No department employee shall purchase or otherwise obtain any Kennewick Police Department badge, other than those issued by the department, without the specific authorization of the Chief of Police or designee.

Exchange of badge (shield) prohibited - The badge shall not be altered, exchanged or transferred except by order of the Chief of Police or designee. An employee shall not use another employee's badge or official police credentials without permission of the Chief of Police or designee, nor shall they permit any person not appointed a employee of the police department to use the official badge or credential at any time.

41.3.4.17 Equipment - all equipment used on duty or owned by the department shall be clean, in good working order, and conform to departmental specifications.

41.3.4.18 Off-duty equipment - employees are permitted to carry a firearm and official identification when off-duty and in public. Official identification must be carried along with a firearm.

41.3.4.19 Weapons - all personal weapons, purchased through the department, or carried while on duty, shall be registered with the department.

41.3.4.20 Loss or damage - employee of the department shall promptly notify their field supervisor of the loss, damage to, or unserviceable condition of any police equipment.

41.3.4.21 Patrol equipment - all employees of the department on patrol, in uniform, shall carry the following:

- A. Kennewick police notebook
- B. Black ink pens
- C. Black plastic holster with belt and all accompanying nylon gear or leather gear.
- D. Department issued weapon.
- E. Dual covered black magazine pouches
- F. Handcuffs with key.
- G. Defensive spray.
- H. TASER
- I. Police identification
- J. Valid Washington State Operators License.
- K. Any equipment not specified will not be carried without permission of the Patrol Commander.
- L. All officers will have immediately available to them:
 - 1. Notice of Infraction/Citation book
 - 2. Accident Investigation Notebook
 - 3. Report forms.

41.3.4.22 Inspection of the uniforms shall be conducted at random intervals by a patrol sergeant and/or the Patrol Commander. Inspections shall occur at least semi-annually. All uniforms needing to be replaced will be forwarded to the shift sergeant for inspection.

41.3.4.23 Uniform restrictions for officers under Suspension - the uniform shall not be worn while an officer is under suspension.

41.3.4.24 Equipment and property/Restriction on use - officers are prohibited from using Police Department property or vehicles in the conduct of their own personal or private affairs.

41.3.4.25 Rough or careless handling of City or Departmental property - Employees shall use care in handling department equipment and property, and shall report immediately report any that is lost, damaged, or in bad order. Any employee who willfully or negligently loses, damages, or destroys department property shall be subject to a departmental hearing to determine disposition of such cases.

41.3.4.26 Uniforms for Command officers - Uniforms for Command officers shall be directed by the Chief of Police or designee.

41.3.4.27 Uniform Committee - this committee's appointees shall be volunteers from the patrol, with a representative from each association. This committee shall meet on an as needed basis, or at the request of the Patrol Commander, and shall be responsible for:

- A. Review of recommended uniform changes, or modifications, and
- B. Advisory recommendations to the Patrol Commander on such changes.

41.3.4.28 Uniform Cleaning - As per the current labor agreement, the City shall provide cleaning.

41.3.4.29 Uniform / Equipment testing - The Patrol Commander may allow officers to wear uniforms and/or equipment, which is outside the scope of this standard for the purpose of testing the uniforms or equipment for future application. The Patrol Commander may request that the results of any such tests be directed to him through the Uniform Committee, as an advisory recommendation.

41.3.4.30 Surrender of Department Property - Employees are required to surrender all serviceable basic issue department property in their possession upon separation from the department.

41.3.4.31 Provisions for Uniforms and Equipment for Newly Hired Personnel

The purpose is to assure the uniform appearance of Kennewick patrol officers and better control such standards. The Kennewick Police Department will issue necessary uniforms and equipment to new patrol personnel. Guidelines for this section are provided within the current labor agreements. (See also 22.2.8)

Issue, purchase, replacement of uniforms - Upon initial employment with the City of Kennewick, a police officer requiring a uniform will be provided the following initial uniforms and equipment:

Clothing:

3 - pair of trousers
3 - winter shirts
3 - summer shirts
1 - jacket
1 - hat
2 - ties
Handcuffs and key

Equipment:

Duty ammunition
1 - equipped duty belt
1 - bullet-proof vest
Shoulder patches
2 - badges/1 hat badge
Nameplate
1 - pair of black shoes
Radio
Firearm
TASER

41.3.4.32 Damage to Uniform and/or Equipment

Reimbursement for loss or damage - When an article of uniform, equipment, or personal property is lost or damaged in the performance of police duty, application for replacement or reimbursement may be made to the Chief of Police or designee by the employee affected. It shall state in detail how and when the loss or damage occurred. Statements of witnesses to the occurrence shall be attached. The endorsement of applicant's field supervisor shall show whether the facts are as stated, whether the loss or damage was sustained in the proper performance of police duty, and whether in his/her opinion the application should be approved. No damaged article for which compensation is asked shall be repaired or disposed of until examined by the Division Commander.

If a uniformed officer sustains damage to clothing during the course of work, or if clothes become unpresentable due to wear, replacement will follow the current contract terms between the City of Kennewick, the Kennewick Police Management Association, and the Kennewick Police officer Benefit Association.

Compensation for other damages sustained on duty - Employees shall not seek in any way, nor accept from any person, money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief of Police or designee in writing.

41.3.4.33 Plainclothes Assignments

Plainclothes/Special Assignment - officers working in plain clothes and assigned to non-uniform duties are permitted to seek relief from the preceding regulations. Such request must be in writing to the Division Commander on a memorandum. Routine duty wear for officers in this classification will be suit and tie or sports coat and tie (or equivalent business female attire). Plainclothes officers will also carry department identification, authorized duty weapon, extra ammunition, and handcuffs.

41.3.4.34 Clothing for commissioned plain-clothes officers - Police officers holding positions that require street clothes, will receive an allowance per the current labor agreement.

41.3.4.35 All plainclothes officers working extra duty in uniform must conform to the foregoing Uniform Standards. Officers not conforming to the foregoing standards are subject to disciplinary action upon approval and direction of the Chief of Police or designee.

41.3.4.36 Appearance

(revised 08/06/08)

Hair Styles - at all times, while on duty, unless expressly authorized by the Chief of Police or designee, all employees of the department shall be well groomed and clean in their person. Male employees shall conform to the following additional standards of appearance:

- A. Hair shall be neat, clean, and styled to present a groomed appearance.
- B. Hair in front will be styled so that it does not fall below the eyebrows.
- C. Hair may fall to the middle of the ear, if it is styled to present a groomed appearance.
- D. Hair may fall downward to the top of the collar in the back and be in a blocked or tapered cut.
- E. If dyes, tints or bleaches are used on the hair, the artificial color must harmonize with a natural appearance.
- F. Sideburns will not extend below the mid-point of the ear. Sideburns shall be neatly trimmed and rectangular in shape.
- G. Clean shavenness is required except that mustaches are permitted. Mustaches shall be neatly trimmed and shall not extend more than 1/2" beyond the corners of the mouth nor beyond the upper lip.
- H. Beards shall not be permitted, except as approved by the Chief of Police or designee for special assignments.
- I. Personnel with a medical condition, which precludes any of the above, shall be required to present a written statement signed by a medical doctor, verifying such condition.

Female Officers - At all times while on duty, and unless expressly authorized by the Chief of Police or his designee, all female officers of the department shall conform to the following additional standards of appearance:

- A. Hair shall be neat, clean and styled to present a groomed appearance.
- B. Hair in front will be styled not to interfere with vision.
- C. Hair style will be at the discretion of the individual officer, however, while in uniform maintain a professional appearance. Hair must be styled in such a manner so that it does not interfere with the proper wearing of the uniform headgear or any other specialized equipment assigned for use.
- D. If dyes, tints or bleaches are used on the hair, the artificial color must harmonize with a natural appearance.

41.3.4.37 Decorations and jewelry - an employee of the department shall not wear any decoration on the uniform without the authorization of the Chief of Police or his designee. No employee will wear any jewelry except as follows:

- A. No more than one ring shall be worn on each hand except female members may wear a combination engagement and wedding band. Rings shall not have sharp edges that would create a hazard to the member when wearing gloves.
- B. One tightly fitting bracelet without hanging trinkets.
- C. One serviceable watch.
- D. Necklaces must be worn under the T-shirt and not visible.
- E. Nail polish, if used, either harmonizes with lipstick or is natural in color.
- F. The wearing of eyeglass retainers is prohibited.
- G. Members may only wear sunglasses with gold, silver, black or brown colored frames. The sunglasses shall be of a professional type. No faddish, multi-colored, or mirrored sunglasses shall be worn.

41.3.4.38 Body Piercing, Tattoos, Body “Modification(s)”

- A. Body piercing which is visible at any time while on duty and/or in uniform is prohibited.
- B. Members are permitted to have tattoos provided they conform to the following guidelines:
 - 1. Tattoos visible while the member is in uniform are restricted to the member's upper arms. Any current employee with visible forearm tattoos is exempt. However, no new and/or additional tattoos are permitted.
 - a. Tattoos are not permitted in the elbow or wrist areas of the arms.
 - b. Tattoos cannot contain offensive or vulgar material or any reference to Kennewick Police Department. Any member with non-conforming tattoos on their arms will be required to wear a long sleeve “class A” or “class B” uniform shirt.
 - 2. No tattoos are permitted on the neck, face, head, hands, fingers or the area of the chest visible in any authorized uniform or attire.
- C. Body modification to any area of the body visible in any authorized uniform or attire are
- D. prohibited. Body modifications include but are not limited to:
 - 1. Tongue splitting or bifurcation.
 - 2. The complete or trans-dermal implantation of any object(s) other than hair replacement.
 - 3. Abnormal shaping of the ears, eyes, or nose.
 - 4. Abnormal filing of the teeth.
 - 5. Branding or scarification.

41.3.4.39 Identification Badges and Passes

All non-uniformed personnel of the Kennewick Police Department will be required to wear an identification badge which indicates an employee's or volunteer's status.

- A. The Administrative Assistant to the Chief of Police or designee will be responsible for issuing all identification badge holders to employees and volunteers.
- B. The front desk personnel of the Information Services unit will be responsible for issuing all visitor and maintenance badges. The front desk personnel will also maintain a log of all badges issued for the department.
- C. All personnel when not in uniform and in the police building, will wear their commission or identification card on the outer most portion of their clothing. The locker room and exercise room are exempt.
- C. It shall be the responsibility of the employee or volunteer to replace their badges when:
 - 1. There is a change in rank or position

2. The identification becomes damaged or mutilated
3. The identification is lost-in the event the identification is lost, it must be reported to the supervisor of the employee or volunteer

41.3.4.40 Personnel identification will show the following information:

- A. A photograph of the employee
- B. The employee's name
- C. The employee's position or rank
- D. Signature of the Chief of Police or designee

41.3.5 Protective Vests – Availability and Requirements

WASPC Standard 8.3

The purpose is to increase the likelihood that an officer will survive trauma caused by gunfire, vehicle accidents, or other sources of force. This is accomplished by establishing minimum standards for soft body armor purchased by the department, and conditions under which such body armor is worn.

41.3.5.01 The Kennewick Police Department will provide soft body armor for every commissioned employee. This soft body armor will be of high quality manufacture, and meet current National Institution of Justice standards at time of issue. Body armor will be replaced according to manufacturer's recommendation.

41.3.5.02 Commissioned uniformed officers assigned to primarily field duty are required to wear a protective vest unless excused by the Chief of Police or designee. Staff and investigative officers are not required to wear protective soft body armor, but are encouraged to do so.

41.3.6. Protective Vests to be Worn in High Risk Situations

Supervising officers shall require that soft body armor be worn in certain instances. All personnel involved in the execution of high-risk tactical duties such as search warrant service are required to wear protective vests whenever involved in discharging these responsibilities. Examples are:

- A. The arrest of particularly dangerous or armed suspects.
- B. Participation in raids.
- C. Other situations, which pose an obviously increased threat to the well-being of the involved officers.

41.3.6.01 The Ballistic Shield - is an effective tool designed for use in certain high-risk situations for the immediate protection of life. The ballistic shield should be considered as an option:

- A. Whenever necessary where unpredictable and dangerous nature of events dictates the use of a ballistic shield for the immediate protection of life.
- B. The ballistic shield should be considered for use in the execution of search warrants.
- C. The ballistic shield shall be used, as appropriate, in incidents involving a suicidal subject.

41.3.6.02 Optional Plate Carrier Vest – a plate carrier vest is approved for wear by department personnel in certain situations. The vest will be black in color and will have the wording POLICE in white lettering on both the front and back of the vest. Additional pouches (black in color) to carry extra magazines, flashlight(s), utility pouches, etc. may be attached to the vest. All additional gear attached to a vest must be approved by the Patrol Division Commander prior to being added to the vest.

- A. The wearing of a plate carrier vest has been authorized under the following circumstances:
 1. High risk warrants
 2. During building searches
 3. during K-9 searches and tracks

- 4. Other situations as approved by the on-duty supervisor.
- B. Plate carrier vests will not be worn during routine traffic stops, calls for service, etc.
- C. Plate carrier vests and accessories can be purchased with annual uniform/clothing allowance so long as uniform needs are addressed first.

41.3.7 Use of In-car Computers

Procedures for use of the in-car computers are detailed in the SeComm User's Handbook and the City of Kennewick Personnel Rules:

15-24 COMPUTER SYSTEMS GUIDELINES AND ACCEPTABLE USE POLICY.