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Patrol SOP	Subject
A.01.01	Commercial Burglary Alarm

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

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

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

TACTICS:

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.01	Commercial Burglary Alarm

* Assist the K-9 officer as they request.

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

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.02	Residential Burglary Alarm

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

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

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

TACTICS:

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.02	Residential Burglary Alarm

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

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

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

REPORTING:

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.03	VARDA Alarm

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

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

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

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

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

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.03	VARDA Alarm

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

RESOURCES:

Neighborhood Response Team (NRT)

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.04	Robbery Alarm

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

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

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

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.01.04	Robbery Alarm

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

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

Effective:	09/01/16
Revised:	

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

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

The main objective is:

- * Strict enforcement of Washington State law and the Washington State Administrative Code (WAC)
- * Voluntary compliance by the licensee

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

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

TACTICS:

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

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

Effective:	09/01/16
Revised:	

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

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

* Forcible entry is not recommended

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

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

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

1) Remove everyone off the premises

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

3) Criminal citation(s) issued.

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

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

RESOURCES:

Washington State Liquor Control Board

Effective:	09/01/16
Revised:	

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

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

The main objective is:

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

RESPONSE: A two-officer routine response is warranted.

TACTICS:

(1) When making routine "bar checks", individuals are required to show their identification when asked by the officer, it is recommended in particular that youthful looking individuals be asked for their card which must be officially issued, showing the person's name and age, and must bear the persons photograph.

(2) If the officer contacts a person with questionable I.D. or an underage patron, that individual should be escorted out of the business and their exact identity and age confirmed through investigative means.

(3) Conduct a routine investigation to determine exactly who was involved to include the identities of those staff members who checked the persons I.D. and who served the suspect.

(4) Determine who is in overall charge of the licensed premises.

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

- 1) Arrest
- 2) Citation or booking
- 3) Administrative penalties

Effective:	09/01/16
Revised:	

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

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

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

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

Effective:	09/01/16
Revised:	

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

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

The exceptions are:

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

The main objective is:

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

RESPONSE: A 2 officer routine response is warranted.

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

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

Effective:	09/01/16
Revised:	

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

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

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

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

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

Effective:	09/01/16
Revised:	

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

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

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

The main objective is:

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

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

TACTICS:

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

- A. Persons mannerisms
- B. Persons speech
- C. Persons physical appearance
- D. Odor on breath-type of beverage consumed
- E. Ascertain if it should have been obvious to the server that the customer was apparently under the influence
- F. Are person/s being disorderly and/or creating a public disturbance

Effective:	09/01/16
Revised:	

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

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

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

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

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.03.01	Arson Investigation

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

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

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

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

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

ADDITIONAL FACTORS:

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

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Patrol SOP	Subject
A.03.01	Arson Investigation

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

RESOURCES:

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.04.01	Barricaded Subjects

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

RESPONSE/ARRIVAL:

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

1. Hostage Negotiation Team

2. VSWAT

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

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

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

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A.04.01	Barricaded Subjects

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

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

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

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

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

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

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

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

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

Possible options:

* Arrest if warranted.

* Involuntary commitment to a mental health facility for evaluation.

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

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Patrol SOP	Subject
A.05.01	Bomb Threat/Search

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

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

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

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

TACTICS: The following is a suggested method of searching for suspected explosive devices. Organize search party based upon the size of the area to be

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A.05.01	Bomb Threat/Search

searched, number of personnel available, and the time remaining before the expected detonation of the bomb. Duties of search commander, usually the shift supervisor, who would work in cooperation with the owner/manager of the premises to be searched include:

Organize the search party(s).

Brief the search party (see additional factors).

Keep all unauthorized personnel out of the area.

Ensure that a complete search is made.

Be prepared to brief duty officer (commander).

Request Bomb Disposal Squad.

If necessary, set up a command post.

ADDITIONAL FACTORS:

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

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

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

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

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

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

Information on previous bombings or incidents, if any

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A.05.01	Bomb Threat/Search

Search team assignments

Search plan

General precautions

Communications plan

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

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

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Patrol SOP	Subject
A.05.02	Explosion Occurred

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

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

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

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

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

Request an aid car, if there are any injuries

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

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

Large scale explosions may require the establishment of a command post

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

DO NOT USE RADIOS OR CELLULAR PHONE IN THE EXPLOSION AREA

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A.05.02	Explosion Occurred

When additional patrol units arrive on the scene:

Assist in protecting the scene

Help search for casualties

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

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

Have gas and electrical power turned off

Search the area for possibility of other explosive devices

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

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

Compile descriptions of suspects.

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

Fire Department

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

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

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

Ambulance/aid cars

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A.05.02	Explosion Occurred

Fire Department

Establish road blocks as directed by shift supervisor

Duty officer, notify via the shift supervisor

Bomb disposal unit (outside agencies)

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

ADDITIONAL FACTORS:

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

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

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

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Patrol SOP	Subject
A.06.01	Burglary-In Progress

*Business

*Residential

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

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

See the Valley Communications training manual for further detail.

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

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

TACTICS:

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

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A.06.01	Burglary-In Progress

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

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

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

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

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Patrol SOP	Subject
A.06.02	Burglary-Occurred Prior

*Commercial

*Residential

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

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

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

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Patrol SOP	Subject
A.07.01	K9 Unit-Generalist

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

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

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

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

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

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

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

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

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

- 1) High visibility
- 2) Low visibility

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

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

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

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

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

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

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

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A.07.01	K9 Unit-Generalist

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

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

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Patrol SOP	Subject
A.07.02	Narcotics K9

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

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

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

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

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

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A.07.02	Narcotics K9

TACTICS:

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

Vehicle Searches

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

Area Searches

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

Search Warrants

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A.07.02	Narcotics K9

- * All occupants shall be secured prior to the K-9 team entering and placed in one location for accountability and control.
- * All visible evidence (i.e., drugs, paraphernalia) should be secured.
- * Items of distraction or of safety hazards need to be removed; food, other animals, sharp metal objects, syringes, antifreeze, motor oil, etc.
- * The K-9 handler should be advised of all previous finds of evidence so as not to confuse the K-9.
- * In most instances, the K-9 team will be assisting the detectives on search warrants. The handler will advise the detective responsible for evidence collection of any locating of new evidence. It may be necessary for the handler to secure evidence to prevent its loss or destruction.

Storage Facilities

- a) Preferable to work area after business hours when customers are not present.
- b) Circumstances may dictate that patrol officers assist the K-9 team in controlling the premises, if detectives are not available, and in securing information on tenants from managers.

ADDITIONAL FACTORS:

Requests for Assistance

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

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Patrol SOP	Subject
A.08.01	Business Dispute

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

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

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

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

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

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Patrol SOP	Subject
A.08.02	Civil Standby

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

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

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

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

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

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Patrol SOP	Subject
A.08.03	Customer Problem

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

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

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

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

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Patrol SOP	Subject
A.08.03	Customer Problem

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

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Patrol SOP	Subject
A.08.04	Landlord/Tenant Dispute

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

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

TACTICS:

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

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

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

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

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.08.04	Landlord/Tenant Dispute

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.08.05	Neighborhood Problem

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

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

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.08.06	Restraining/Protection Order Service

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

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

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

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

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

Order Service/Tactics

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

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

Patrol SOP	Subject
A.08.06	Restraining/Protection Order Service

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

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

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

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

Patrol SOP	Subject
A.08.07	Repossession

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

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

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

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

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.09.01	Assault/Fights

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

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

Location and response time of other assigned units

Known or suspected weapon involvement

Report of any injuries

Reports of substantial property damage

Number of participants

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

TACTICS:

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

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

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

Effective:	09/01/16
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Patrol SOP	Subject
A.09.01	Assault/Fights

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

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

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

* Juvenile Misdemeanor assaults require written statements.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.09.02	Crowd Control

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

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

Crowd vs Mob

Location and response time of other assigned units

Known or suspected weapon involvement

Report of any injuries

Reports of substantial property damage

Number of participants

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

TACTICS:

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

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

Patrol SOP	Subject
A.09.02	Crowd Control

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

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

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

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

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

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

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

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

Patrol SOP	Subject
A.09.03	Noise Complaint

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

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

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.09.04	Striker Problem

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

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

Example:

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

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

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

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

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

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Revised:	

Patrol SOP	Subject
A.09.05	Signature Gatherers/Solicitors

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

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

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

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

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

Effective:	09/01/16
Revised:	

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

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

RESPONSE: The code response will be determined by the officers to whom the incident is assigned, in accordance with department policy. In addition, due to the potentially hazardous nature of all domestic situations, the initial response will include a minimum of two (2) Officers.

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

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

- Approach quietly and listen for a moment prior to knocking or announcing your presence.
- Once inside one officer should contact the subjects inside and keep them in a static, separate location while the other officer conducts a protective sweep of the residence.
- Separate the participants from potential weapons.
- Separate participants and limit their conversations to speaking to the Officers.
- If possible, during separation officers will face each other while participant's view is oriented away from each other. If not possible they should remain in visual and/or audible range of each other.
- Maintain good communications with control.
- If necessary, move victim to a "SAFE HOUSE".

Effective:	09/01/16
Revised:	

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

ENFORCEMENT: If an assault meets the criteria for Domestic violence, an arrest is required per State Law.

REPORTING: If a case can be legitimately classified as a Domestic Dispute, the officer may use either an FIR, MDC entry or case report to document observation in incidents that do not require an arrest. All Domestic Violence assault cases require a case report even if there is not any evidence that supports the victims claim. In the case of Domestic Violence, the officer will also provide the victim with a copy of the "Victim's Rights Pamphlet".

ADDITIONAL FACTORS:

- * If children require placement due to an arrest, they may be left with a friend/relative, at the request of the parent(s) or arrangements may be made with C.P.S. The officer with primary report responsibilities, will, prior to clearing the scene make sure of the placement arrangements and document them in the case report.
- * The primary reporting officer will document for the court in the case report all requests for no contact with other participants.
- * In the event officers cannot establish contact with those inside and there does not observable exigency on arrival some steps should be taken to ensure the safety of those involved. Officers should check local/dispatch records for police response to the location or contact with those involved. This would include use of any identifying information from the call or officer's personal knowledge.

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Revised:	

Patrol SOP	Subject
A.10.02	Protection Order Violations

DISCUSSION: Many domestic violence cases result in the issuance of a no contact or protection order by courts of various jurisdictions. In most cases violations of these orders are a mandatory arrest situation and some are felony level crime depending on the circumstances of the violation. Officers must be familiar with the different types of order and which are mandatory arrest and which are not. Additionally, the following steps need to be taken when conducting an order violation investigation:

- The order must be confirmed through dispatch by the issuing agency.
- The respondent must be in violation of one or more of the conditions listed on the actual copy of the order from the issuing agency.
- Officers need to be aware of filing guidelines from the KCPAO in regards to felony charges from willful order violations when there is not on going violence occurring.
- Dispatch should be requested to have a copy of any order outside of Kent faxed to records.

ADDITIONAL FACTORS: In the event of a felony order violation it should be handled the same as any felony case which would include recorded statements and photographs. All cases should have a copy of the order attached to either the citation or the detective referral. The master case report narrative should also list the conditions of the order in terms of foot restrictions, respondent and protected party's names, effective and expirations dates, order number and court who issued, and whether the order was served.

Effective:	09/01/16
Revised:	

Patrol SOP	Subject
A.11.01	SWAT Callout

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

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

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

ADDITIONAL FACTORS:

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

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

RESOURCES: Call out list located in records

Effective:	09/01/16
Revised:	

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

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

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

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

REPORTING:

IN CUSTODY

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

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

* have possession of the check/document?

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

Effective:	09/01/16
Revised:	

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

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

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

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

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

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

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

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

Effective:	09/01/16
Revised:	

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

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

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

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

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

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

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

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

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

REPORTING:

IN CUSTODY

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

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

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Patrol SOP	Subject
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3. Mirandize the suspect and obtain their version of the story.

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

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

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

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

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

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

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

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

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

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Patrol SOP	Subject
A.12.02	Prescription Forgery

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

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

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

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

REPORTING:

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

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

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Patrol SOP	Subject
A.13.01	Felony/Armed Suspect Contacts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Officer 3 should move forward to clear the vehicle only when the officers believe that all suspects are accounted for. If the officers believe that there is still a hostile

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

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

ADDITIONAL FACTORS:

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

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

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