



Sheridan Police Department
Policies and Procedures
10.1 Replaces 405
Chapter 10 – Search & Seizure
Section 1 – Arrests

Date: January 1, 2013
Updated: 11/09/2021

Signature:

Depriving a person of liberty is one of the greatest powers that citizens provide the police. It is the responsibility of the police to use the power responsibly and in strict conformance with laws of arrest.

Definition

- Forfeit offenses - Those misdemeanor offenses listed as forfeit offenses on the Uniform Bail and Forfeiture Schedules adopted by the Wyoming Supreme Court.
- Probable Cause - Probable cause to arrest without a warrant exists when the facts and circumstances within the knowledge of the arresting officer together with facts and circumstances about which the officer has trustworthy information are sufficient to justify a reasonably cautious or prudent person in the belief that the person to be arrested has committed or is committing an offense.
- Minor - An individual who is under the age of 18 years.
- Status Offense - An offense which, if committed by an adult, would not constitute an act punishable as a criminal offense by the laws of Wyoming or a violation of a municipal ordinance.

10.1.1 Arrest Authority

- A. The authority for police officers to make arrests is established in Wyoming Statute 7-2-102 which provides:
1. A peace officer may arrest a person when the officer has a warrant commanding that the person be arrested or the officer has reasonable grounds for believing that a warrant for the person's arrest has been issued in this state or in another jurisdiction;
 2. A peace officer may arrest a person without a warrant when:
 - a. Any criminal offense is being committed in the officer's presence by the person to be arrested;
 - b. The officer has probable cause to believe that a felony has been committed and that the person to be arrested has committed it; or
 - c. The officer has probable cause to believe that a misdemeanor has been committed, that the person to be arrested has committed it and that the person, unless immediately arrested:
 - i. Will not be apprehended;
 - ii. May cause injury to himself or others or damage to property; or
 - iii. May destroy or conceal evidence of the commission of the misdemeanor.

- B. Arrests without a warrant may be made regardless of whether the violation was committed in the presence of a police officer in cases of domestic violence and protection order violations. Details are contained in the domestic violence policy (chapter 28 section 4).

10.1.11 Arrest Alternatives

The Sheridan Police Department's policy is to make physical arrests when appropriate. Officers are encouraged to consider alternatives to arrest when possible. The use of warnings, referrals, and informal resolutions may be used when, in the officer's discretionary judgment, it is the most reasonable alternative for the offender and the violation. See Chapter 2 Section 3, Discretion & Diversion for additional information on discretion.

10.1.12 Arrest by Private Person

- A. The authority for a private person to make an arrest is established in Wyoming Statute 7-8-101 which provides a person who is not a peace officer may arrest another for:
1. A felony committed in his presence;
 2. A felony which has been committed, even though not in his presence, if he has probable cause to believe the person to be arrested committed it; or
 3. The following misdemeanors committed in his presence:
 - a. A misdemeanor theft offense defined by W.S. 6-3-402; or
 - b. A misdemeanor property destruction offense defined by W.S. [6-3-201](#).
- B. An officer having contact with a private person, who has made an arrest or wishes to make an arrest, must determine whether or not there is probable cause to believe that such an arrest is lawful.
1. Should an officer determine that there is no probable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain the individual beyond that which is reasonably necessary to investigate the matter to determine the lawfulness of the arrest.
 2. If a private person demands an arrest, and the officer determines there is no probable cause to support the arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a report.
 3. Any private person's arrest where a suspect is in physical custody, and the officer has determined that the arrest is unlawful, should be received by the officer and promptly released. The officer must include the facts and reasons for the arrest and release in a report.
 4. Whenever an officer determines that there is probable cause to believe that a private person's arrest is lawful, the officer may:
 - a. Take the individual into physical custody for booking; or
 - b. Release the person pursuant to a citation.
- C. In all circumstances in which a private person is claiming to have made an arrest, the officer shall complete a report regarding the circumstances and disposition of the incident.

10.1.2 Citations

- A. Rule 3.1 of the Wyoming Rules of Criminal Procedure provides authority to release a person who has been taken into custody for a misdemeanor by issuing the arrestee a citation to avoid further detention. Officers may, after researching further information about the violator, Section: 10.1 Effective Date: 01/01/2013 Page 2

contact the detention officer and advise them the arrestee is authorized for release. If the person to whom the citation is issued signs a promise to appear in court to answer to the offense charged, the person shall then be released from custody. Officers should consider the following in affecting an early release situation:

1. The nature and circumstances of the offense charged, including whether the offense is a crime of violence;
 2. The history and character of the person, especially as to whether the person is likely to appear in court or not;
 3. The nature and seriousness of the danger to any person or the community that would be posed by the person's release; and
 4. Whether the person is on probation, parole, or any other court ordered restriction.
- B. Wyoming Statute 7-2-103 authorizes police officers to issue citations as charging documents for misdemeanors in lieu of making a physical arrest as an alternative to pre-arrangement confinement.
1. A citation may be issued as a charging document for any misdemeanor which the issuing officer has probable cause to believe was committed by the person to whom the citation was issued.
 2. A person may be cited and released if, after investigation, it appears that the person:
 - a. Does not present a danger to himself or others;
 - b. Will not injure or destroy the property of others;
 - c. Will appear for future court proceedings; and
 - d. Is willing to accept the citation, thereby promising to appear in court at the time and on the date specified in the citation.
- C. Wyoming Rules of Criminal Procedure 3(b)(3) prohibits the use of a citation as a charging document for juveniles under the age of 13 for a misdemeanor punishable by imprisonment for more than six months. Wyoming Statute 14-6-203(d) gives the juvenile court exclusive jurisdiction in those cases.
- D. Wyoming Rules of Criminal Procedure 3(b)(3) requires a citation state:
1. The name of the court where it is to be filed;
 2. The names of the state or municipality and the defendant;
 3. For each count, a reference to the statute, ordinance, rule, regulation or other provision of law which the defendant is alleged to have violated;
 4. The date and time the defendant must appear in court; and
 5. Whether a court appearance may be avoided by paying a fine and costs or forfeiture of bail.
- E. Officers may, at their discretion, require violators to appear in court by checking the must appear box on the citation. Officers should not randomly select persons to appear in court unless there are compelling facts to show the violator may benefit from seeing the judge (i.e. - incidents when the violator may lose driving privileges if they receive another citation, incidents of violence in and around the schools, a history of receiving forfeitable charges).
- F. Arraignments must be set at least 5 days after the citation is served, unless the defendant requests otherwise. Additionally:
1. Citations issued to juveniles must be set for arraignment at least 21 days after the citation is served to allow for the single point of entry assessment required by Wyoming Statute 14-6-203(f).

2. Circuit Court judges accept a limited number of cases and notify the police department of the next available court date.
- G. Any officer may serve the violator with the citation. For situations where the officer making the charge is not the same as the officer serving the ticket, the serving officer will sign or initial below the charging officer and note the date and time service is made. The serving officer shall note these details in the appropriate report. Civilian staff will not serve citations on behalf of officers.

10.1.3 General Rules of Arrest

- A. Officers are expected to familiarize themselves with the laws governing arrests and shall make arrests in strict conformity with those laws.
- B. Officers shall not make arrests based on or affected by a person's sex, race, color, general or assumed attitude, ethnic origin, disabilities, or sexual orientation.
- C. An officer who has taken a person into custody shall be responsible for the proper safeguarding of the person and his or her property.
- D. Officers will not physically mistreat or verbally harass any individual that they take into custody. No employee shall use uncomplimentary terms of speech or actions in referring to any prisoner or intentionally antagonize any person.
- E. Medical treatment will be offered when an arrestee becomes sick or is injured.
 1. If a prisoner becomes sick or is injured at the point of arrest or during transport, medical attention should be immediately sought. The severity of the illness or injury will determine the course of action to be taken.
 - a. Paramedics shall be called to the scene, whether in the field or at book-in, to evaluate any apparent serious or life threatening illness or injury;
 - b. Injured or ill prisoners not requiring transport by ambulance may be taken to the hospital for evaluation;
 - c. If the injury or illness is minor, the prisoner may be transported to book-in for evaluation there.
 2. Prisoners, regardless of the illness or injury, should be closely guarded for possibilities of escape, suicide, or injury to others. Restraints should only be removed if necessary for treatment or if their presence serves to worsen the prisoner's physical condition.
 3. When a prisoner is transported to a medical facility, the officer will immediately advise the shift supervisor. If the prisoner is admitted to the hospital the supervisor will arrange for release or ensure control of the prisoner if continued custody is required.
 4. Treatment for illness or injuries that occur prior to or during the arrest will be at the expense of the person being arrested.
- F. Employees shall not suggest, recommend, or advise the retention of any attorney or bondsman to any person coming to their attention as a result of the employee's official duties.

10.1.4 Arrest Procedures

- A. When making an arrest, officers should be firm and calm. They should:
 1. Identify themselves and show identification if not in uniform;
 2. Inform the subject he or she is under arrest;
 3. Inform the subject of the charge(s).
- B. In the arrest, transportation, and detention of suspects, officers will take precautions to prevent escape, injury to themselves and others, and damage to property. When making an arrest, officers will search suspects carefully and will immediately take possession of all

- weapons and evidence. If, for any reason, suspects cannot be thoroughly searched before being turned over to another officer, the arresting officer will, without fail, make this fact known to the officer receiving the prisoner.
- C. An officer making an arrest shall transport the prisoner or cause him to be transported to the jail to be booked without unreasonable delay. Officers will minimize the amount of time a prisoner is kept handcuffed and in the back seat of a patrol vehicle.
 - D. An officer making an arrest shall complete a report regarding the circumstances of the incident.

10.1.41 Arrests with a Warrant

- A. Law enforcement officers may arrest a person pursuant to a valid arrest warrant at any place within the officer's jurisdiction whether or not they have the warrant in their possession. Officers shall ensure that the person named in the warrant is the same individual to be arrested by comparing identifying information such as date of birth and social security number or comparing the physical appearance of the individual with the description.
- B. For warrants not in their possession, officers should:
 1. Obtain confirmation of the warrant's validity through the dispatcher;
 2. Inform the person arrested that the warrant has been issued, advise the arrestee of the offense charged and serve the warrant on the person as soon as possible as required by Wyoming Rules of Criminal Procedure 4(c)(3).
- C. Officers receiving warrant confirmations from another jurisdiction will contact, or have a communications technician contact the agency of jurisdiction, notifying the agency of the arrest of the defendant.
- D. Wyoming Statute 5-6-115 allows a municipal judge to issue a statewide bench warrant for violation of a municipal ordinance which contains the same elements as a comparable state statute. Such warrants shall be addressed to "...any peace officer in the State of Wyoming." Deputies of the Sheridan County Sheriff's Department may arrest on warrants with such wording and on arrival at the detention center may call for a Sheridan police officer to serve the warrant. Only certified police officers may serve arrest warrants.
- E. In general, forcible entries to affect a warrant arrest will not be made by members of the police department, unless there exists exigent circumstances or other known facts that make forcible entry a reasonable and prudent option. In those cases where forcible entry is being considered as a final option, a commanding officer (Lieutenant or above) will be notified. Entry will be made only with a commanding officer's approval.
- G. If there is a warrant for a subject and the officer knows the subject is in another person's home, forcible entry is not permitted. Unless the owner or someone allowed to grant permission is present and permits entry, a search warrant would be required to gain entry.

10.1.42 Use of Handcuffs and Restraints

- A. Handcuffs
 1. Handcuffs shall be chained or hinged and black or silver. They shall be capable of being double locked and of being unlocked with a standard handcuff key.
 2. For the safety of the arrested person, officers and others, all arrestees should be handcuffed behind their backs with palms facing out when taken into custody and remain handcuffed until turned over to the detention center staff.

- a. Officers may choose to handcuff hands in front or secure the arrestee in another manner if the arrestee has a physical impairment, medical condition or injury that may make handcuffing impractical or injurious to the arrestee.
- b. If the arrestee is being interrogated, the handcuffs may be removed while in an interview/interrogation room.
- c. It may be necessary to remove handcuffs from a detainee for testing purposes or the recovery of evidence.
- 3. When a suspect is handcuffed, the cuffs will be properly adjusted and double locked. Double locking reduces the chance of picking the lock or of accidentally tightening, further restricting circulation or causing inadvertent harm.
- 4. The officer should inform the arrested person that any resistance or unnecessary movement might cause discomfort not ordinarily associated with the application of handcuffs.
- 5. To avoid risk of permanent injury, the officer may loosen the handcuffs of any prisoner in unusually severe pain because of the handcuffs. The officer should then consider other measures of restraint, including body belts, the use of plastic "flex cuff" handcuffs, handcuffing the person in front, but through a belt loop or belt to further restrict movement, or other reasonable measures to restrain the arrested person's hand movements.
- 6. Prisoners should not be handcuffed to any part of any vehicle or to any other fixed object such as a door or pipe unless specifically designed for such purpose.

- B. Body belt (when available)
The body belt allows the officer to handcuff the prisoner in front yet restricts the movement of the prisoner's arms and hands. Normally, this device will be used when transporting prisoners for court appearances or considerable distances.
- C. Ankle shackles (when available)
Ankle shackles shall be used by officers when transporting any prisoner they have reason to believe might be an escape risk.
- D. Plastic handcuffs (flex cuffs)
Flex cuffs may be used when officers take into custody several prisoners, or when a prisoner requires multiple restraints.
 - 1. Flex cuffs shall be department issued and shall only be removed with a key or approved flex cuff cutter.
 - 2. Flex cuffs must be applied tight enough to secure the wrists but not so tight they cause a constriction of blood flow. Arrestees in flex cuffs shall be monitored closely to reduce the possibility of injury.
- E. Under no circumstances may an officer use a restraint, or apply a restraint in such a manner that would allow or cause serious bodily harm and/or death to the arrested person. If necessary, additional officers may be required for the sole purpose of transporting a violent prisoner.
- F. The prone restraint, commonly referred to as the "hog-tie" restraint, (suspect is prone with hands and ankles bound together from behind) shall not be used. As soon as any suspect who is lying on his or her stomach has been handcuffed, officers shall roll the suspect onto his or her side, or place the suspect in a sitting position. Positional asphyxia occurs when the position of the body interferes with respiration. A prone, hog-tied suspect may suffocate. Intoxication, presence of a head injury, obesity, and physical disability are all circumstances that can increase the possibility of suffocation.

- G. Restraints will not be used to lift or carry a prisoner.
- H. Only WLEA taught handcuffing techniques may be used. Officers will maintain physical control of suspects at all times while applying handcuffs.

10.1.5 Transporting Prisoners

- A. All prisoners being transported should be handcuffed. Additional department approved restraint devices may be used to secure a prisoner who violently resists arrest or who poses a threat.
- B. Prior to transport, all prisoners shall be thoroughly searched for any weapons or tools of escape.
- C. Prior to and after transporting prisoners, vehicles shall be inspected as follows:
 1. The safety screen shall be securely in place and undamaged;
 2. All windows shall be intact and outer door latches in proper working order;
 3. Rear seat door handles and window controls are deactivated; and
 4. The interior shall be thoroughly searched to ensure that no weapons, evidence or contraband have been left or hidden within the vehicle.
- D. When transporting prisoners, the officer shall provide the communication center with the following information or enter it in the calls radio log:
 1. Gender of the arrestee;
 2. Whether the arrestee is an adult or juvenile;
 3. Starting location and destination of transport; and
- E. When transporting a prisoner, the transporting officer will not divert from the transport unless an emergency exists. If such a situation arises, the officer may stop and render emergency assistance if the risk of serious or fatal injuries is clear and the risk to the prisoner is minimal.
- F. Officers will not engage in a pursuit while transporting a prisoner.
- G. Prisoners shall not be left unattended during transport.
- H. Except for unavoidable contact that one prisoner may have with another secured prisoner, or with transporting officers in the same vehicle, prisoners being transported will not be permitted to communicate or have physical contact with other persons, unless in the transporting officer's judgment, the communication is essential.
- I. Method of Transport
 1. Where the vehicle has a security screen, the prisoner shall be placed in the back seat on the right hand side of the vehicle.
 2. When the vehicle is not equipped with a security screen and has only one transporting officer, the prisoner shall be placed in the right front seat. Officers are required to use a vehicle equipped with a screen to transport prisoners if available.
 3. When a prisoner is being transported in a two-officer vehicle without a security screen, the prisoner shall be placed in the rear seat. The second officer shall sit in the rear seat with the prisoner on the side opposite from the officer's weapon.
 4. Leg restraints shall be used when an officer believes the prisoner has a potential for violent behavior.
 5. One officer shall not attempt to transport more than one prisoner in a vehicle without a security barrier.
- J. Long Distance Transport
 1. While transporting a prisoner, the officer should maintain observation at all times, even when it becomes necessary to allow the prisoner the use of a toilet.

2. In a situation where the observation is not possible, the officer should arrange as much control of the situation as possible. The prisoner should not be allowed in the facility with another person and the officer should ensure that there are no escape routes within the facility and that there are no weapons available to the prisoner.

K. Escape

1. Any escape shall be reported immediately to the communications center.
2. In the event a prisoner escapes, assistance will be requested immediately from the jurisdiction the officer is in at the time of escape.
3. The transporting officer will offer his or her services in order to recapture the escapee as soon as possible.
4. The transporting officer will submit a written report to the chief of police through the chain of command explaining the circumstances of the escape as soon as practical.

L. Arrival at Destinations

1. Firearms will be secured in the designated place at the facility being entered.
2. Restraining devices will be removed only when directed to do so by the receiving facility or when the officer is sure that the prisoner is properly controlled and secure.
3. The proper paperwork will be submitted to the receiving facility and completed by the officer as needed.

10.1.6 Sheridan County Jail Intake Procedures

- A. When possible, the Sheridan Police Department communications center shall notify the Sheridan County Sheriff's Department that they are bringing an arrestee to the detention center.
- B. Police officers shall transport/escort the prisoner to the breezeway and wait for detention staff at the elevator door.
- C. Once inside the vehicle sally port, all officers must remove all firearms from their person prior to entering the detention center. All firearms shall be secured in firearms lockers. No officer will be allowed admittance to the detention center while armed. In the event that an officer cannot become totally disarmed while in the presence of an arrestee, he should ask a detention officer to meet him at the intake entry door to take custody of the arrestee. Said officer must then completely disarm himself before entering the detention center.
- D. The transporting officer will complete the arrest intake sheet. The original will be left with jail staff and a copy returned to police records.
- E. Arresting officers will notify the detention officer whether the person can be released with a citation or is to be held for arraignment. If the arresting officer notifies the detention officers the defendant may be released, the officer will give general conditions for release (i.e. - after alcohol has dissipated from system, etc.) The detention officer will determine through jail guidelines and the officer's conditions when it is feasible to release a violator.
- F. The officer will leave all applicable paperwork for the arrestee at the detention center. This will include tickets, warrants, etc. for release purposes. The officer should take copies.
- G. A Sheridan Police Department employee shall contact the detention center on normal business days regarding intake and release records that have been completed and are available to be picked up.
- H. Whenever an officer, while making an arrest, employs oleoresin capsicum, an electronic control device, an impact weapon or uses an amount of force capable of causing serious injury, the officer will provide that information to the detention center staff taking custody of the prisoner.

- I. Officers will notify the detention center staff of any information relating to the detainee's suicide potential or other threats or risks to security.
- J. A detention officer shall fingerprint the arrestee and submit the prints on behalf of the Sheridan Police Department.
- K. Prisoners that are incarcerated at the detention center who are due for a municipal court appearance will be arraigned via video arraignment unless the municipal court judge requests the prisoner's appearance in person. When appearing in person:
 - 1. It shall be the Sheridan Police Department's responsibility to transport the prisoner;
 - 2. A police officer shall accompany prisoners during their court appearance;
 - 3. After court appearances, all prisoners shall be returned to the detention center for further incarceration or release procedures.

10.1.61 Arrest and Incarceration of Juveniles

- A. A minor may be taken into custody by a law enforcement officer without a warrant or court order under the same circumstances that permits the arrest of an adult as described in Wyoming Statute 7-2-102. Additionally taking custody is permitted pursuant to Wyoming Statute 14-6-205 when:
 - 1. There are reasonable grounds to believe the child has violated the terms of an order of the juvenile court; or
 - 2. The minor's conduct seriously endangers the minor or the person or property of others and immediate custody appears necessary.
- B. Wyoming Statute 14-6-206 and 7-1-108 prohibits placing a minor who has been taken into custody in a detention facility or shelter care without a court order unless detention or shelter care is required to:
 - 1. Protect the minor from himself;
 - 2. Protect the person or property of others;
 - 3. Prevent the child from absconding or being removed from the jurisdiction of the court; or
 - 4. Provide the child having no parent, guardian, custodian or other responsible adult with supervision and care.
- C. An officer taking a minor into custody shall ensure a Wyoming Juvenile Detention Risk Assessment (JDRA) is promptly performed. Unless overridden by the county attorney, the risk assessment score will determine whether the minor is placed in detention, a detention alternative or released to a suitable custodian.
- D. When a juvenile is taken into custody the juvenile's parents or legal guardian must be notified as soon as possible. Unless the child's detention or shelter care is authorized by a court order or required for one of the reasons in subsection (B) of this section, the child shall be released to the care of a parent, guardian, custodian or other responsible adult upon that person's written promise to present the child before the court upon request.
- E. A minor under the age of eleven years may not be held in a hardware secure juvenile detention facility. If a minor under the age of eleven years poses a substantial risk of harm to himself or others, a peace officer may detain and transport the minor for an emergency mental health evaluation.
- F. As with adults, officers are encouraged to consider the least intrusive among reasonable alternatives when dealing with juveniles. The use of warnings, referrals, and informal resolutions may be used in lieu of arrest when, in the officer's judgment, it is the most reasonable alternative.

- G. A juvenile may not be incarcerated without first contacting the Sheridan County Attorney's Office and securing permission to do so.
- H. The Sheridan County Detention Center will not accept juvenile offenders who are alleged to have committed what are commonly referred to as "status offenses", when the violation alleged is a violation of a municipal ordinance.

10.1.62 Medical Services During Custody/Incarceration.

- A. Sheridan Police Department prisoners will be furnished with basic medical services while incarcerated in the Sheridan County Detention Center. However, if any city prisoner requires medical attention which goes above and beyond that which is accorded under the Sheridan County Sheriff's Department health services agreement, the shift supervisor shall be notified and shall have the option of either arranging for release of the prisoner or authorizing the additional medical services. In the event that the contact person cannot be reached, or in a medical emergency, the Sheridan County Sheriff's Department will follow established guidelines for medical care.
- B. The Sheridan County Sheriff's Department may refuse to accept any City of Sheridan prisoner if, in the opinion of the detention officer, the prisoner is medically unfit to be detained in the detention center without immediate medical attention. It shall be the Sheridan police officer's responsibility to arrange for the prisoner to obtain necessary medical care prior to acceptance by the detention center.

10.1.7 Off-Duty Arrests

Generally, an off-duty officer will avoid becoming involved in an arrest situation, unless the circumstances necessitate involvement to protect property from serious damage or life from injury.

- A. Liability protection: The police officers of this department have liability protection when performing any duties which the department requests, requires or authorizes the employee to perform, regardless of time and place. This protection does not extend to willful acts to cause injury or damage, or to those actions that the police officer knew, or reasonably should have known, were in conflict with law, or established policies or customs of this department. (See Wyoming Governmental Claims Act 1-39-101 to 121 and State Self Insurance Program 1-41-101 to 111.)
- B. Permitted off-duty arrests: When off-duty and within the legal jurisdiction of this department, a police officer may make an arrest only when:
 1. The arresting officer, a family member, or friend is not personally involved in the incident underlying the arrest; and
 2. There is an immediate need for the prevention of a crime or apprehension of a suspect; and
 3. The crime would be charged as a jailable offense requiring a full custodial arrest; and
 4. The arresting officer is in possession of appropriate police identification and equipment necessary to make the arrest.
 5. Nothing contained in department policy shall preclude an officer from taking reasonable actions as an ordinary citizen in emergency situations for self defense or to defend others.
- C. Off-duty responsibilities:
 1. While off-duty, it is the responsibility of a police officer to immediately report suspected or observed serious criminal activities to on-duty authorities.

2. Except as allowed by this policy, off-duty officers should not enforce minor violations such as harassment, disorderly conduct or other quality of life offenses. On-duty personnel shall be contacted to respond to the situation when an off-duty officer becomes aware of such violations.
 3. While off-duty, officers will not enforce minor traffic violations unless in a police vehicle with all required equipment.
 4. If an arrest is necessary, the off-duty arresting officer shall abide by all departmental policies and procedures.
- D. Prohibited off-duty arrests:
- Police officers of this department may not make an arrest off-duty:
1. When the arresting officer is personally involved in the incident underlying the arrest; or
 2. When engaged in off-duty employment of a non-police nature, and the officer's actions are only in furtherance of the interests of the private employer.



Sheridan Police Department
Policies and Procedures
10.2
Chapter 10 – Search & Seizure
Section 2 – Arrest of Foreign Nationals

Date: January 1, 2013
Updated: 11/09/2021

Signature:

Citizens of other nations who reside in or are visiting Sheridan are subject to local, state and federal laws except as indicated in this policy and will be treated in the same manner as United States citizens except as listed. The Sheridan Police Department will comply with United States Government treaty obligations regarding consular notification following the arrest and incarceration of foreign nationals.

Definitions

Arrest or Detention -	Any arrest, detention, or other commitment to custody for more than a few hours triggers consular notification requirements. A brief traffic stop or an arrest resulting in a citation for a misdemeanor and release at the scene does not trigger such requirements.
Foreign National -	Any person who is not a U.S. citizen; same as “alien”. Aliens who are lawful permanent residents in the United States and who have a resident alien registration card (“green card”) are foreign nationals. So are undocumented or “illegal” aliens.
Consular Officer -	A foreign official authorized by the Department of State to provide assistance to the foreign government’s citizens in the United States.
Diplomat -	A foreign official at the country’s embassy in Washington, D.C., assigned to represent the country. Diplomats may also perform consular functions.
“Mandatory” Notification -	Consular notification procedures that apply when a foreign national from any of the 57 countries that have agreed to special rules with the United States is arrested or detained. For such a foreign national, the consular officer must be notified regardless of whether the foreign national requests or wants the notification.
“Upon Request” Notification -	Consular notification procedures that apply when a foreign national from any country not on the “mandatory” list of 57 countries is arrested or detained.

10.2.1 Consular Notification Requirements

- A. When foreign nationals are arrested they must be advised of the right to have their consular officials notified of the arrest and detention.
 1. It is the responsibility of the arresting officer to give the consular notification to the arrested foreign national. This can be done any time before booking into the jail is completed.

2. In some cases, (those on the mandatory notification list) the nearest consular officials must be notified of the arrest or detention of a foreign national regardless of the foreign national's wishes.
- B. Determining if the arrestee is a foreign national may be difficult.
 1. If the detainee claims to be a U.S. Citizen, it can generally be assumed that consular notification requirements are not relevant. However, if there is a reason to question whether the person being arrested or detained is a foreign national you may contact United States Immigration and Customs Enforcement for assistance. Illegal aliens have the same rights to consular assistance, as do legal aliens.
 2. Nationality may be determined from a foreign passport, an alien registration document, or other identification. Absent citizenship documentation, accept the foreign national's own statement as to his or her nationality. Obtain a complete home address (foreign address) of the arrestee.
 3. A person who is a citizen of two or more countries other than the United States should be treated in accordance with the rules applicable to each of those countries. A person who is a citizen of the U.S. and another country may be treated exclusively as a U.S. citizen when in the United States.

10.2.2 Consular Notification Procedures

- A. When foreign nationality has been established, determine whether or not the country is a mandatory notification country. If the foreign national's country is not on the list of "mandatory notification" countries, he or she is from an "upon request" country.
- B. For foreign nationals whose country is on the list of mandatory notification countries:
 1. Notify the nearest consulate of the foreign national's country via fax immediately or as soon as reasonably possible, and in no case later than the end of shift.
 2. Place a copy of the fax in the case file. You may use the sample fax sheet available at www.travel.state.gov/consularnotification.
 3. Notify the consulate even if the foreign national does not want notification.
 4. Contact information for consulates is at www.travel.state.gov/consularnotification.
 5. If notification must be made by telephone, note the name and location of the consulate notified, the name of the person to whom you gave the information, and the date and time of notification.
 6. Inform the foreign national that you notified his or her consulate. You may use the sample statement, available in several languages, at www.travel.state.gov/ consular notification.
 7. Privacy concerns or the possibility that a foreign national may have a legitimate fear of persecution or other mistreatment by his or her government may exist in some mandatory notification cases. The notification must still be honored, but it is possible to take precautions regarding the disclosure of information. For example, it may not be necessary to provide information about why a foreign national is in detention. Under no circumstances should any information indicating that a foreign national may have applied for asylum in the United States or elsewhere be disclosed to that person's government.
- C. For foreign nationals whose country is not on the list of mandatory notification countries:
 1. Inform the foreign national that he or she may have his or her consular officers notified of the arrest or detention. You may use the sample statement, available in several languages, at www.travel.state.gov/consularnotification.

2. Make a notation that you told the national that he or she may have the consulate notified, and note the national's response.
3. If the foreign national requests notification, notify the nearest consulate of the foreign national's country as soon as reasonably possible but no later than 72 hours after arrest. Contact information for consulates is at www.travel.state.gov/ consular notification.
4. Make a note of the completed notification in the case file along with the fax sheet.

10.2.3 Other Required Notifications

- A. In addition to the above procedures, when a foreign national dies, is seriously injured or becomes seriously ill, notify the nearest consulate of his or her country immediately or as soon as reasonably possible. Make such notification by fax if possible, and by telephone if not.
- B. Document this notification in the incident report, and place a copy of the fax in the case file.

10.2.4 List of Mandatory Notification Countries

- A. Albania, Algeria, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Brunei, Bulgaria, China, Costa Rica, Cyprus, Czech Republic, Dominica, Fiji, Gambia, Georgia, Ghana, Grenada, Guyana, Hungary, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Malaysia, Malta, Mauritius, Moldova, Mongolia, Nigeria, Philippines, Poland, Romania, Russia, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Seychelles, Sierra Leone, Singapore, Slovakia, Tajikistan, Tanzania, Tonga, Trinidad & Tobago, Tunisia, Turkmenistan, Tuvalu, Ukraine, United Kingdom, Uzbekistan, Zambia, Zimbabwe.
- B. This list is subject to amendment without notice from the Federal Government. The list may be verified via website: http://travel.state.gov/law/consular/consular_753.html.

10.2.5 Diplomatic Immunity

- A. International law requires that law enforcement authorities of the United States extend certain privileges and immunities to members of foreign diplomatic missions and consular posts. Personal inviolability is enjoyed to some degree by a majority of foreign diplomatic and consular personnel. This inviolability generally precludes handcuffing, arrest, or detention in any form and forbids authorities from entering the residences, automobiles, or other property of protected persons. Personal inviolability is, however, qualified by the understanding that the host country does not give up its right to protect the safety and welfare of its populace and retains the right, in extraordinary circumstances, to prevent the commission of a crime. Thus, in circumstances where public safety is in imminent danger or it is apparent that a grave crime may otherwise be committed, police may intervene to the extent necessary to halt such activity. This naturally includes the power of the police to defend themselves from personal harm.
- B. The United States Department of State, Office of Protocol, issues identification documents to foreign government personnel who are entitled to immunity. Because there are different degrees of immunity, officers should carefully read identification cards presented to them. Questions regarding an individual's status or immunity should be referred to the Office of Protocol (202) 647-1985; after hours calls should go to the Bureau of Diplomatic Security (202) 647-7277.
- C. The only authoritative identity documents are the identity card issued by the U.S. Department of State's Office of Protocol, or by the U.S. Mission to the United Nations in the case of persons accredited to the United Nations. There are three types of identification cards:

- Diplomatic (blue border for diplomats), Official (green border for embassy employees), and Consular (red border for consular personnel). A brief statement of the bearer's criminal immunity is printed on the reverse side.
- D. It is the policy of the U.S. Department of State with respect to alleged criminal violations by persons with immunity from criminal jurisdiction to encourage law enforcement authorities to pursue investigations vigorously, to prepare cases carefully and completely, and to document properly each incident so that charges may be pursued as far as possible in the U.S. judicial system. The U.S. Department of State will, in all incidents involving persons with immunity from criminal jurisdiction, request a waiver of that immunity from the sending country if the prosecutor advises that but for such immunity he or she would prosecute or otherwise pursue the criminal charge. If the charge is a felony or any crime of violence, and the sending country does not waive immunity, the U.S. Department of State will require that person to depart the United States and not return except to submit to the jurisdiction of the court with jurisdiction over the offense. Upon departure, the Department will request that law enforcement issue a warrant for the person's arrest so that the name will be entered in NCIC.
 - E. Stopping a mission member or dependent and issuing a traffic citation for a moving violation does not constitute arrest or detention and is permitted. However, the subject may not be compelled to sign the citation. Officers should document the facts of the case fully. A copy of the citation and any other documentation regarding the incident should be forwarded to the U.S. Department of State as soon as possible. For "must appear" offenses, the Department uses the citation and any report as the basis for requesting an "express waiver of immunity." Individuals cited for forfeitable offenses are given the option of paying the fine or obtaining a waiver in order to contest the charge.
 - F. Wyoming Statute 7-2-107 requires officers who detain a person claiming immunity for homicide by vehicle (W.S. 6-2-106), D. U. I., or a moving violation to contact the State Department to verify immunity and to forward details of the incident to the State Department.
 - G. Additional information & guidance is available from www.state.gov/documents/organization/150546.pdf.



Sheridan Police Department
Policies and Procedures
10.3
Chapter 10 – Search & Seizure
Section 3 – Strip and Body Cavity Searches

Date: January 1, 2013
Updated: 11/09/2021

Signature:

The Sheridan Police Department recognizes that the use of strip searches and body cavity searches may, under certain conditions, be necessary to protect the safety of officers, civilians and other prisoners and to detect and secure evidence of a crime. Recognizing the intrusiveness of these searches on individual privacy, they shall be conducted with deference for the human dignity of those being searched and in accordance with the procedural guidelines as set forth in this policy.

Definitions

- Strip Search – Any search of an individual requiring the removal or rearrangement of some or all clothing to permit the visual inspection of the genitals, buttocks, anus, female breasts or undergarments covering such areas.
- Body Cavity Search – Any search involving not only visual inspection of skin surfaces but also the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

10.3.1 Strip Searches

- A. The decision to strip search must be based on specific factors which give rise to reasonable suspicion that the prisoner may be concealing weapons, escape implements, contraband, or evidence. Reasonable suspicion may be based upon, but is not limited to, one or more of the following criteria:
 1. The nature of the offense charged;
 2. The arrestee's appearance and demeanor;
 3. The circumstances surrounding the arrest;
 4. The arrestee's criminal record, particularly past crimes of violence and narcotics offenses;
 5. The discovery of evidence in plain view or in the course of a search prior to an arrest; and
 6. Detection of suspicious objects beneath the suspect's clothing during a search incident to arrest.
- B. Field strip searches of prisoners shall be conducted only in the rarest of circumstances under exigent circumstances where the life of officers or others may be at risk. Explicit approval of a supervisory officer should be obtained prior to such a search.
- C. Where articulable, reasonable suspicion exists to conduct a strip search, the arresting officer shall make a request for such action to the detention supervisor or other designated authority.
- D. When authorized, strip searches may be conducted only:
 1. On lawfully arrested persons;

2. By the least number of personnel necessary and by the same sex if readily available; and
 3. Under conditions that provide privacy from all but those authorized to conduct the search.
- E. The prisoner will not be required to remain unclothed any longer than is absolutely necessary.
- F. Non-sworn personnel will not be used to conduct, assist or witness a strip search.
- G. Following a strip search, the officer performing the search shall submit a written report that details; at a minimum, the following:
1. The facts and circumstances establishing the reasonable suspicion for the search;
 2. Date and place of the search;
 3. Identity of the officer conducting the search;
 4. The names of the approving supervisor and the witness officer;
 5. Identity of the individual searched;
 6. A detailed description of the nature and extent of the search; and
 7. Any weapons, evidence, or contraband found during the search.

10.3.2 Body Cavity Search

- A. Should examination of a suspect during a search or other information lead an officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be followed:
 1. The officer shall inform the prisoner of the intent to conduct a body-cavity search thus giving the prisoner the opportunity to voluntarily surrender the suspected contraband.
 2. The officer shall consult with the shift supervisor to determine whether probable cause exists to seek a search warrant for a body cavity search. The decision to seek a search warrant shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature or poses a threat to the safety of officers or others.
 3. If probable cause exists for a body cavity search, an affidavit for a search warrant shall be prepared that clearly defines the nature of the alleged offense, the basis for the officer's probable cause and specific factors giving rise to the belief that the item(s) sought are concealed in the prisoner's body.
 4. On the basis of a search warrant, a body cavity search shall be performed by qualified medical personnel in surroundings suitable to their needs.
 5. Body cavity searches shall be performed with due recognition of privacy and hygienic concerns.
- B. The mouth is the only body cavity that may be searched without a warrant. If an officer has probable cause to believe that a prisoner is concealing something in his or her mouth, the officer may use reasonable force to prevent the swallowing of the object and may remove the object.
- C. Upon completion of a body cavity search, any items recovered will be documented on the search warrant return and in the officer's report.
- D. The officer's report should include the fact that a body cavity search was conducted and:
 1. The facts and circumstances establishing the probable cause for the search;
 2. Date and location where the search took place;
 3. Identity of the individual searched;
 4. The name of the approving supervisor;
 5. Name of the judge authorizing the warrant;

6. Identity of the medical practitioner conducting the search;
 7. The name of the witness officer;
 8. A description of the nature and extent of the search; and
 9. Results of the search including any weapons, evidence, or contraband found.
- E. The case file should include a copy of the report of the medical practitioner performing the search.



Sheridan Police Department
Policies and Procedures
10.4 Replaces 406.2
Chapter 10 – Search & Seizure
Section 4 – Searches With and Without Warrants

Date: January 1, 2013
Updated: 11/03/2020, 11/09/2021

Signature:

The Fourth Amendment to the U.S. Constitution and Article 1 Section 4 of the Wyoming Constitution guarantees every person the right to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures. It is the responsibility of the police to ensure that citizens' Fourth Amendment rights are protected. Search warrants are one of the most valuable and powerful tools available to law enforcement officers. Officers shall observe constitutional guidelines when conducting searches and always remain mindful of their lawful purpose. Because of the potential harm to citizens, the risks to officer's safety, and the risk to the department image, officers shall have a thorough knowledge of how to obtain search warrants and execute searches.

Definitions

Judicial Officer - Justices of the supreme court, district judges, circuit judges, magistrates, municipal judges, and district court commissioners.

10.4.1 Search Warrants

A. General Requirements

1. The Fourth Amendment to the U. S. Constitution prohibits unreasonable searches. Officers conducting searches without a warrant bear the burden of proving that the search was reasonable. Therefore, officers should consider obtaining a search warrant whenever time and circumstances permit.
2. In order to obtain a search warrant an officer must be able to show probable cause to believe that specific persons or property to be seized may be found at a particular location.
3. Rule 41 of the Wyoming Rules of Criminal Procedure (W.R.Cr.P) governs procedures relating to the issuance, form, execution and return of search warrants.

B. Obtaining a Search Warrant

1. A search and seizure warrant may be obtained under the conditions established in Rule 41, W.R.Cr.P. Application for a search and seizure warrant must be made in the form of a sworn affidavit that will be reviewed by a judicial officer, who, upon finding of probable cause, will issue the warrant.
2. The procedure for obtaining a search and seizure warrant is as follows:
 - a. An investigation is conducted to determine if criminal activity has taken place;
 - b. A decision is made that a search and seizure warrant will aid the investigation;
 - c. The lead officer, with the option of working with the Sheridan County Attorney's Office prepares an affidavit for a search and seizure warrant, describing:

- i. The location to be searched in sufficient detail and particularity that the officer executing the warrant can readily ascertain whom or what is to be searched:
 - If officers wish to search a home and its surroundings, the affidavit must specify premises and its curtilage and must identify outbuildings as appropriate;
 - If motor vehicles to be searched are on the premises, the affidavit shall so specify;
 - The affidavit shall specify if searches of specific persons (other than frisks) are to be included during the search.
- ii. The items to be seized in sufficient detail and particularity that the officer executing the warrant can readily ascertain it;
- iii. The specific crime committed;
- iv. The specific facts that constitute probable cause. This includes the facts from which the officer concluded that the person or thing is probably located at the place to be searched, and the facts which address the reliability of the source of the officer's information. Reliability of facts is established by:
 - The age of the facts – facts must be recent;
 - Personal observation or knowledge by an officer;
 - Eyewitnesses who have first-hand knowledge;
 - Informants history and intent - When seeking to obtain a search warrant on the basis of an informant, it is important to document facts regarding the reliability of the informant, police corroboration of the informant's information, and whether the informant has made declarations against his or her interest.
- d. The affiant presents the affidavit and warrant to a judicial officer having jurisdiction where the place or thing to be searched is located;
- f. The judicial officer, upon finding probable cause, signs the search warrant.

C. Preparation for Execution of Warrant

1. Review - Before executing the warrant, the person coordinating the search and a supervisor will review the affidavit and warrant. They shall ensure the warrant is valid. If the warrant is for a building or residence, they should consider:
 - a. Staffing needed to:
 - i. Secure the residence and occupants; and
 - ii. Conduct the search and process the evidence.
 - b. A determination should be made if a tactical team is needed. If a tactical team is to be used to facilitate safe entry a commanding officer will approve and facilitate the use of the tactical team.
 - c. The need for standby of medical personnel;
 - d. The need for standby of animal control;
 - e. The need to limit radio transmissions to emergencies until entry is gained and the scene is stabilized.
2. Briefing – For all searches of buildings the supervisor will conduct an operational briefing prior to the execution of any search and seizure warrant. All officers involved

in the execution of the warrant will attend the briefing. During the briefing the supervisor will consider all pertinent information that is available including:

- a. Case investigative history;
 - b. Floor plan of location to be searched;
 - c. Photographs and/or video of location to be searched;
 - d. Criminal history of all known subjects possibly present;
 - e. Photographs of subjects possibly present;
 - f. Statement as to the existence of criminal charges;
 - g. Statement as to the presence of children or elderly and their approximate ages;
 - h. Statement as to the presence of animals;
 - i. Statement as to the presence of weapons;
 - j. Statement as to where the items to be searched for may be located; and
 - k. Statement as to what radio frequency will be used.
3. Equipment - The supervisor conducting the operational briefing shall ensure that the required specialized equipment is available and officers are properly equipped.
 4. Notifications - Prior to execution of a search warrant of a building the supervisor will notify the following of the pending warrant execution:
 - a. Patrol commander; and
 - b. Communications center staff.
 5. Time Limitations - A search warrant shall be executed within ten days of the date it was issued.
 6. Hours of service - Absent court approval, a search and seizure warrant shall be executed between the hours of 0600 and 2200.

D. Executing a Search Warrant

1. Approach - Typically, the initial approach to the place to be searched will be covert, providing an advantage of surprise to the execution team. If a surveillance team is on the scene, radio contact shall be made to ensure that it is an appropriate time to serve the search warrant.
2. Gaining entrance to the premises
 - a. The entry team shall deploy officers around the premises to be searched, ensuring that all exits are covered.
 - b. In all search warrant executions, a uniformed officer will accompany the search warrant team to ensure the occupants are aware of the police identity.
 - c. In most cases the officer shall do all of the following before entering the premises to be searched:
 - i. The officer must knock;
 - ii. The officer must announce his or her presence and identity as a law-enforcement officer;
 - iii. The officer must announce that the purpose for being there is to execute a search warrant; and
 - iv. The officer must wait a reasonable time to either be admitted or refused admission to the premises.
 - d. If the element of surprise is not deemed essential, the officer may try making contact before indicating the existence of the search warrant.
 - e. If the officer is refused entry after a reasonable time, entry may be forced using force appropriate to the circumstances. "Reasonable time" in this context is

dependent on the circumstances. A refusal may be expressed or implied. A refusal can be implied in two circumstances:

- i. No one has admitted the officer within a time in which it would be reasonable to expect someone to let the officer in if he or she is going to be admitted at all; or
 - ii. The officer waiting to be admitted sees or hears suspicious circumstances, such as flushing toilets or footsteps running away from the door, which indicate that someone might be concealing or destroying evidence or trying to escape.
 - f. No knock or exigent entry - In some circumstances a police officer may enter the premises to be searched without announcing his or her presence and purpose before entering. Information may be provided in the affidavit giving the judicial authority issuing the warrant sufficient cause to add a no-knock entry provision to the warrant. If not, the entry team should knock and announce as previously stated unless the officer executing the warrant obtains additional facts that would lead him or her to believe that an announcement would result in:
 - i. Bodily harm to the officer or to someone within the premises to be searched;
 - ii. The escape of the person to be searched or arrested; or
 - iii. The destruction of evidence.
 - g. If new information or circumstances that become known after obtaining the warrant, but prior to execution, require a no-knock or exigent entry, the first officer to cross the threshold into the premises shall announce that law-enforcement officers are executing a warrant.
3. On premises activities
- a. Upon initial entry, the search site and all subjects should be secured by the entry team.
 - b. After the search site and all subjects have been secured, all officers, except the designated search team and any officers that are stationed as security shall leave the search site. The site should be considered a crime scene, and nothing should be handled or searched by any officers other than those assigned to the search team.
 - c. Search personnel should develop a prioritized strategy that details the likely whereabouts of the items to be seized and an order of operation for conducting the search.
 - d. One person should be designated as being responsible for collecting, preserving and documenting all items seized until possession is transferred to the evidence custodian.
 - e. Items seized will be documented, noting their location and the name of the seizing officer.
 - f. Once all evidence being searched for is located, the search must cease.
 - g. Officers must be reasonable in the manner of their search. If the search warrant is for a large item such as a television, small places such as jewelry boxes may not be searched.
 - h. An officer may seize only the property listed in the warrant with two exceptions:

- i. The other evidence is reasonably related to the offense for which the search warrant was issued;
- ii. It is property, which the officer knows or has probable cause to believe is evidence of a crime.
- i. Unless stated on the warrant, a person's presence on the premises to be searched with a warrant does not, without more, give rise to probable cause to search that person beyond a frisk for officer's safety.
- j. A warrant to search premises for contraband carries with it authority to detain the occupants of the premises while a search is being conducted when the detention is neither prolonged nor unduly intrusive. If the search of the premises gives rise to probable cause to arrest the detainee, he or she may be arrested and searched incident to arrest.
- k. If damage occurs during an entry into premises:
 - i. And the damage may leave the premises vulnerable to security problems, every possible effort shall be made to secure the premises if the premises will be left vacant; and
 - ii. The damage will be documented with a report and photographs.
- l. The investigating officer and supervisor shall ensure that the entire search warrant execution process is documented in the report.

E. Return of the Search Warrant

1. If any property is seized, the officer shall give to the person from whose possession it is taken, a copy of the warrant and an itemized receipt of the property taken. If no person is present, the officer shall leave the copy of the warrant and the receipt in a prominent location at the site of the search.
2. The return of inventory and receipt must be returned to the court within five days of the execution of the search warrant.

10.4.2 Warrantless Searches

Several exceptions to the requirement that searches be conducted with a warrant have been recognized by the courts.

A. Incident to Arrest

1. A search incident to arrest allows for a complete search of the arrestee and the area within the arrestee's immediate control for the purpose of locating weapons, means of escape, and evidence of the crime.
2. Also included within the scope of this search is the authority to search containers or other items of personal property within the arrestee's immediate control. This area is generally referred to as the "lunge" area. Arresting officers shall immediately or as soon as practical conduct a thorough search of the arrestee and any containers or clothes in the possession of or in close proximity to the arrestee.
3. The scope of a search of a vehicle incident to an arrest is limited:
 - a. To the area of the passenger compartment when the arrestee is unsecured and within reaching distance at the time of the search; or
 - b. It is reasonable to believe the vehicle contains evidence of the offense leading to the arrest.

B. Consent

1. A search warrant is not necessary when a person who has authority over the place or thing to be searched consents to the search. Officers do not need to have reasonable

suspicion nor probable cause to make a consent search. The officer may merely ask for permission from someone with control over the premises. If that person grants permission, the search may take place. The officer should consider whether the person has legal standing to grant consent and whether the consent was given freely, voluntarily, and with the understanding by the person he or she had the right to refuse consent. By virtue of the role of law enforcement in our society police officers have considerable influence on the actions of others. Care must be exercised to avoid coercion by the officer. Consent searches must observe the following rules:

- a. Generally, the person granting consent must use, access, or control the property;
 - b. If two or more persons have joint ownership of property, any may give consent, however if one of the parties denies consent you must obtain a search warrant for the premises;
 - c. A landlord, including a hotel or motel manager, cannot consent to a search of a tenant's premises, unless the tenant has been evicted or has abandoned the property;
 - d. A husband or wife, or one member of a cohabiting unmarried couple, may consent to a search of areas in common ownership or use, but if either one is present and denies the search no search can be conducted without a warrant;
 - e. A parent may consent to a search of premises occupied by a dependent child if the parent also has access to the premises;
 - f. Employees cannot give valid consent to a search of employer's premises unless they have been left in custody of the premises;
 - g. An employer may generally consent to a search of premises used by employees, except premises used solely by an employee (e.g., a locker).
2. The officer will have the burden of demonstrating consent was voluntary.
 3. Consent may be given orally, however whenever possible, the consent should be in writing and documented on a permission to search form.
 4. A person who initially gives consent may withdraw it at any time. Officers shall then secure the premises and seek a warrant if probable cause exists.
 5. Refusal to give consent, in itself, cannot justify further law-enforcement action.
 6. The scope of a consent search is limited to the area for which consent has been given, and within this area officers may search only into areas where the objects sought could reasonably be hidden.

C. Emergency Searches/Exigent Circumstances

1. This exception allows for an officer to make a warrantless search in situations where an officer has probable cause necessary to obtain a warrant but the urgency of the situation prevents it. The exception recognizes in some circumstances if the officer does not immediately conduct the search the suspect will escape or evidence will be lost forever.
2. The following are factors that should be considered in determining if exigent circumstances exist:
 - a. Whether the officers have probable cause;
 - b. The degree of urgency involved and the time required in getting a warrant;
 - c. The seriousness of the offense committed;
 - d. Danger to life including whether officers reasonably believe the suspects are armed;

- e. Danger presented if allowed to escape and the likelihood that the subject(s) will escape if not immediately apprehended;
 - f. The possibility of danger to others;
 - g. Officer's reasonable belief that contraband is about to be removed or destroyed;
 - h. Information that the possessors of contraband are aware that police are on their trail;
 - i. Whether the officers have strong reason to believe the suspects are present on the premises;
 - j. A reasonable belief that someone on the premises is in distress and in need of emergency assistance.
3. If officers enter premises with probable cause to believe that critical evidence may be destroyed or removed unless immediate action is taken, they shall secure the premises and obtain a search warrant before proceeding further unless they have obtained consent to search, or some new circumstances arise necessitating another warrantless search.
 4. Hot pursuit is a form of exigent circumstances. To justify warrantless entry during hot pursuit:
 - a. The arrest process must have begun away from the premises;
 - b. The offender must know that he or she is under arrest; and
 - c. The offender fled inside a structure to avoid arrest.
 5. One of the most widely recognized exigent circumstances is the "Welfare Check". These are situations in which the health and well being of a person are questioned. In most cases there is no reason for officers to suspect that criminal activity has taken place. In these cases, entry into private premises will only be made under the following circumstances:
 - a. After obtaining the name and information of the complainant and why the complainant is requesting the check;
 - b. Reasonable efforts to make contact have failed; and
 - c. After consulting with the shift supervisor.

D. Plain View

1. Technically, a plain-view seizure does not result from a search. To make a plain-view seizure of property (contraband, fruits, or instrumentalities of the crime), three requirements must be met:
 - a. From a lawful vantage point, the officer must observe contraband left in open view;
 - b. It must be immediately apparent to the officer that the items observed may be evidence of a crime, contraband, or otherwise subject to seizure; and
 - c. The item(s) must have been inadvertently discovered.
2. Limitations to plain view seizures include:
 - a. Artificial devices that aid in or enhance the officer's view can not be used; however, a flashlight is generally acceptable, provided that the officer has the right to be where he or she is when using it;
 - b. Moving or rearranging items to note serial numbers is not supported by the "Plain View Doctrine".
3. The "Plain View Doctrine" can apply during warrant searches. In this case, two questions must be answered:

- a. Does the officer have the right to be there? and
- b. Does the officer have probable cause to believe the item is evidence or contraband?

E. Abandoned Property and Open Fields

1. A search warrant is not required for property that has been abandoned.
2. To constitute abandoned property, two conditions must apply:
 - a. Property was voluntarily abandoned; and
 - b. Property was discarded outside the area in which someone has a reasonable expectation of privacy.
3. Open fields are not protected by the Fourth Amendment, but officers must distinguish them from curtilage, searches of which require a warrant. Curtilage is the area of a dwelling, which is necessary, convenient, and habitually used by the family for domestic purposes. The extent of curtilage of a private residence is determined by whether the area is enclosed; the nature and use of the area; the proximity of the area to the home; and any measures taken by the owner to protect the area from observation.

F. Inventories of Impounded Vehicles

1. Inventories are non-investigatory in nature.
2. Inventories are conducted by police officers for the following reasons:
 - a. An inventory protects the owner of the property;
 - b. The inventory protects the officer and the department against claims by the owner that the property is stolen or has been lost;
 - c. It allows for the officer and the department to discover any potential danger that may exist because of the contents of the property.
3. The department requires officers to inventory any lawfully impounded vehicle. Vehicles shall be inventoried per departmental procedure, which requires an inventory of the entire contents, including closed containers (provided they can be opened without damage). Ref: 18.3.3.

G. Crime Scene Searches

1. Actions taken at the outset of an investigation at a crime scene can play a critical role in the resolution of a case. Carefully approaching, identifying, and securing a crime scene, with due regard for legal considerations, is key to ensuring potential evidence is not tainted.
2. A crime scene is a location where a crime has very recently occurred and where there is an apparent need for investigative action or emergency services. Upon arriving at a crime scene in a private premise, the officer may enter without a warrant under conditions arising to exigent circumstances. (See section C above.) This exception only extends to the termination of the emergency.
3. In most cases where an officer has to conduct a search of a crime scene there will not be an issue as to whether or not the officer will have permission to conduct the search. The police will have been called to the scene by a victim who has the authority and will allow the officers access. In other cases, the officer should obtain permission from the owner, resident, or caretaker of the property before searching for evidence or processing the scene. Permission should be documented in the police report and in most cases, a consent to search form should be completed. If the crime scene includes a constitutionally protected area, and a possible suspect might have a reasonable expectation of privacy at the scene, a search warrant must be obtained.

4. Officers may conduct protective sweeps of a crime scene for their protection prior to securing the scene pending a warrant or consent.

H. Stop and Frisk

1. While not a true search, officers may stop and frisk a person even though they do not have probable cause to arrest. A frisk is no more than a pat down of the outer clothing to discover weapons.
2. To justify a frisk, officers must have a reasonable suspicion to fear for their safety based on specific objective facts and logical conclusions that the officer's experience enables him or her to draw from those facts. The officer must be able to articulate that suspicion.
 - a. Officers must have knowledge of facts that reasonably lead them to believe that the suspect is involved in criminal activity and may be armed and dangerous;
 - b. Officers must identify themselves as police officers and make reasonable inquiries as to the suspect's conduct. The frisk is justified if the person's response does not relieve the officer's suspicions and fears of danger to the officer and others.
3. Stops and frisks usually involve on-going criminal conduct, but officers are permitted to stop and, if appropriate, frisk someone suspected of being involved in an already-committed crime.
4. Officers may use information to stop and frisk from sources of information other than their own personal observations including:
 - a. Training;
 - b. Education; and
 - c. Prior experience in similar situations.
5. A motorist or pedestrian may be stopped and frisked if the aforementioned criteria are met. If an officer reasonably suspects that a motorist is dangerous and may be able to gain control of a weapon in the vehicle, the officer may conduct a brief search of the vehicle limited to areas where a weapon might be reached.
6. During a stop and frisk, items cannot be removed from a person's clothing that are not reasonably believed to be weapons, unless identified as contraband or evidence and the officer can articulate those facts. The "Plain Feel Doctrine" requires the nature of the contraband is "immediately apparent" to the officer based on the feel of the object through the subject's clothing during the pat down.

I. Vehicle Exception

1. There are two reasons that are given for allowing the search of a vehicle with probable cause, but without a warrant:
 - a. The first is that a vehicle does not share the expectations of privacy accorded to a residence or other personal property; and
 - b. Second, the obvious mobility of an automobile makes it sometimes impractical to require the police to first obtain a search warrant.
2. Police officers who have legitimately stopped an automobile and who have probable cause to believe contraband is concealed somewhere within it may conduct a warrantless search of the vehicle. Examples of probable cause to search a vehicle include:
 - a. If officers smell the distinctive odor of illegal drugs they would have probable cause to search the entire vehicle;

- b. When an occupant tells an officer of evidence or contraband in the vehicle.
- 3. When police officers have probable cause to search an entire vehicle, they may conduct a warrantless search of every part of the vehicle and its contents, including all containers and packages that may conceal the object of the search. The scope of the search is defined by the object of the search and the places in which there is probable cause to believe it may be found.



Sheridan Police Department
Policies and Procedures
10.5
Chapter 10 – Search & Seizure
Section 5 – Probably Cause & Reasonable Suspicion

Date: January 1, 2013
Reviewed: 11/09/2021

Signature:

The ability to identify probable cause and reasonable suspicion is vital in determining the scope of actions officers may take in regard to search and seizure.

10.5.1 Probable Cause

- A. Probable cause refers to the standard by which police officers have the right to make arrests, conduct personal or property searches, and obtain warrants. The term comes from the Fourth Amendment of the United States Constitution. The constitution does not furnish a definition of "probable cause" leaving that task to the courts.
- B. Over the years, several definitions of probable cause have emerged from the supreme court including:
 1. "Probable cause is where known facts and circumstances, of a reasonably trustworthy nature, are sufficient to justify a man of reasonable caution or prudence in the belief that a crime has been or is being committed." (Draper v U.S.)
 2. "Probable cause is the sum total of layers of information and synthesis of what police have heard, know, or observe as trained officers." (Smith v U.S.)
 3. Probable cause exists when "the facts and circumstances within the arresting officer's knowledge are sufficient to warrant a prudent person to believe that a suspect has committed, is committing, or is about to commit a crime." (United States v Hoyos)
 4. "Whether an arrest is valid depends upon whether, at the moment the arrest was made, the officers had probable cause to make it - whether at that moment the facts and circumstances within their knowledge and of which they had reasonably trustworthy information were sufficient to warrant a prudent man in believing that the person to be arrested had committed or was committing an offense." (Beck v Ohio)
- C. The court has also offered the following guidance:
 1. "Probable cause does not require the same type of specific evidence of each element of the offense as would be needed to support a conviction." (Adams v Williams)
 2. "Finely-tuned standards, such as proof beyond a reasonable doubt or by a preponderance of the evidence, useful in formal trials, have no place in the probable cause decision." (Maryland v Pringle)
 3. "We have held that probable cause means a 'fair probability'." (U.S. v Sokolow)
- D. Supreme court case law has indicated that rumor, mere suspicion, and even "strong reason to suspect" are not equivalent to probable cause.
- E. Elements of probable cause
 1. Probable cause may be established through investigation, observation, witnesses, confidential informants, or through anonymous sources provided that the information is corroborated by investigation.

2. Unnamed informants may be used in an affidavit for a search warrant if the informant has first-hand knowledge of the investigation and information is included about why the informant is credible and reliable.
3. Most sources of probable cause can be categorized into four groups:
 - a. Observation -- These are things that the police officer obtains knowledge of via the senses: sight, smell, and hearing. This category also includes the kinds of inferences to be made when the experienced police officer is able to detect a familiar pattern of criminal activity that contains a series of suspicious behaviors (i.e. - circling the block twice around an armored car unloading at a bank).
 - b. Expertise -- These are the kinds of things that a police officer is specially trained at; such as gang awareness and identification, recognition of burglar tools, the ability to read graffiti and tattoos, and various other techniques in the general direction of knowing when certain gestures, movements, or preparations tend to indicate impending criminal activity.
 - c. Circumstantial Evidence -- This is evidence that points the finger away from other suspects, and by a process of elimination, the only probable conclusion to be drawn is that the persons or things left behind are involved in crime.
 - d. Information -- This is a broad category which includes informants, statements by witnesses and victims, and announcements via police bulletins, broadcasts, and shift briefings.

10.5.2 Reasonable Suspicion

- A. The term “reasonable suspicion” is not of constitutional derivation but was fashioned by the court to describe a level of suspicion lower than probable cause.
- B. In *Terry v Ohio*, the court noted that a temporary investigative detention is less of an infringement of a person’s liberty than an arrest. Therefore, the court ruled, police need not have as much justification for this lower level of restraint as the probable cause required to make an arrest.
- C. The court, (in *Alabama v White*) said that both the quantity and the quality of information constituting reasonable suspicion may be below the level needed for probable cause: “Reasonable suspicion is a less demanding standard than probable cause not only in the sense that reasonable suspicion can be established with information that is different in quantity or content than that required to establish probable cause, but also in the sense that reasonable suspicion can arise from information that is less reliable than that required to show probable cause.”

10.5.3 Investigative Detention

- A. Under the Fourth Amendment to the United States Constitution and Article I, § 7 of the Connecticut Constitution, a police officer is permitted to detain an individual for investigative purposes if the officer believes, based on a reasonable and articulable suspicion, that the individual is engaged in criminal activity, even if there is no probable cause to make an arrest. The ability to detain an individual under these circumstances is typically referred to as investigative detention.

1. Under the United States Constitution and Article First, §§ 7 and 9 of the Connecticut Constitution, a police officer may in appropriate circumstances and in an appropriate manner detain an individual for investigative purposes if the officer believes, based on a reasonable and articulable suspicion that the individual is engaged in criminal activity, even if there is no probable cause to make an arrest (*State v. Lipscomb*, 258 Conn. 68, 75, (2001); *Terry v. Ohio*, 88 S.Ct. 1868 (1968)).
2. The police officer must be able to point to specific and articulable facts which, taken together with rational inferences from those facts, reasonably warrant that intrusion. A court reviewing the legality of such a detention must look to the whole situation when determining whether detention is justified and consider if the detaining officers had a particularized and objective basis for suspecting the particular person stopped of criminal activity (*State v. Nash*, 278 Conn. 620 (2006)).
3. Where an officer has a reasonable basis to think that the person stopped poses a present physical threat to the officer or others, the Fourth Amendment permits the officer to take necessary measures to neutralize the threat without converting a reasonable stop into a de facto arrest. This doctrine has supported a range of restraints incident to a stop, from the pat-down at issue in *Terry*, to the drawing of firearms, to the use of handcuffs (*State v. Nash*).
4. Similarly, requiring a suspect to accompany a police officer to another place does not necessarily transform what would otherwise be a permissible investigatory detention into an arrest (*State v. Nash*). In *State v. Mitchell* (204 Conn. 187, 199, cert denied 484 U.S. 927 (1987)), the court held that transporting the defendants to the hospital for viewing by the victim did not exceed the permissible scope of an investigatory detention (204 Conn. 187, 199, cert denied 484 U.S. 927 (1987)). (Also see *Florida v. Royer*, 460 U.S. 491, (1983) in which the Court stated that there are undoubtedly reasons of safety and security that would justify moving a suspect from one location to another during an investigatory detention.



Sheridan Police Department
Policies and Procedures
10.6 Replaces S.O. #20-07
Chapter 10 – Search & Seizure
Section 6 – Illicit Drugs from Hospital

Date: December 13, 2021

Signature:

During the course of patient treatment, hospital staff may find contraband on the person of or in the property of a patient and then notify the police department about the item(s). Contraband may include controlled substances, weapons, or suspected evidence of a crime. Often the police will seize the contraband and destroy it without an investigation. However, there are some situations where officers should initiate an investigation.

10.6.1 General Guidelines

- A. In deciding whether to simply destroy contraband discovered on a patient, or to investigate the incident, officers should always lean their decision toward quality of care and recovery of the patient. Officers may decide to investigate the matter at a later time. Circumstances that may merit investigation can be investigated once patient needs are satisfied.
- B. Officers will always make every effort to ensure an investigation does not discourage people from seeking medical attention.
- C. When responding to reports of contraband found at the hospital, Officers will generally have a Spillman incident created with the title of "Assist Agency" and Sheridan Memorial Hospital as the complainant.

10.6.2 Incidents That May Not Merit an Investigation

- A. The following situations do not merit further investigation
 1. The contraband is only a violation of Hospital policy and not a violation of law.
 2. A person has checked themselves into the hospital for treatment related to addiction issues or with a serious injury or condition and misdemeanor amounts of controlled substances have been found.
 3. A citizen has been admitted to the hospital for serious life threatening illness or conditions and user, or misdemeanor, amounts of controlled substances are found on them.
 4. The contraband found is of low significance considering the totality of the circumstances.
- B. In the circumstances described above, officers will take custody of the contraband and enter such property into evidence with a note added requesting immediate destruction of controlled substances or appropriate storage of other materials for the return to an owner. Hospital staff will not be questioned further by officers regarding the origins of contraband.

10.6.3 Incident That May Merit an Investigation

- A. The following situations may merit a further investigation into the discovery of contraband by Hospital Staff.
 1. The patient was already in law-enforcement custody when taken to the hospital.

2. Law enforcement was already involved in the situation or had previously begun an investigation prior to the person being admitted to the hospital. Some examples may be:
 - a. A drug overdose in a private residence.
 - b. A traffic accident.
 - c. A sexual assault investigation.
 3. The contraband discovered is indicative of a felony level crime, or criminal activity that would cause a danger to others.
- B. Officers may request pertinent information from Hospital staff, but will not compel information from staff. Officers shall obtain patient consent, a warrant, and/or use authorized hospital medical release forms in order to obtain information from the hospital.
- C. If enforcement action is necessary the officer should consider issuing a citation or delaying enforcement until the patient is released.



Sheridan Police Department
Policies and Procedures
11.1
Chapter 11 – Use of Force
Section 1 – General Policy, Force Levels, and Training

Date: January 1, 2013
Updated: 11/3/2020, 11/24/2021

Signature:

An officer's decision to use force is one of the most important decisions he or she makes as a law enforcement officer. The decisions of when and how force is used are complicated and very often made in split seconds. The department has a responsibility to properly train and equip officers, and officers have the responsibility to maintain proficiency in using force and proper custody and control techniques.

Definitions

Force –	Conduct on the part of a police officer that is designed to assist the officer in controlling a situation or the actions or behavior of a person or persons.
Physical Force -	Physical force involves physical contact with a person and forcibly controlling that individual until resistance is overcome, and the person is fully in law enforcement's control.
Deadly Force –	Any use of force that is reasonably likely to cause death or serious bodily injury.
Less Lethal Force –	Any use of force that is neither intended to nor likely to cause death but which, nevertheless, may cause serious bodily injury or death. Examples of less lethal weapons are batons, electronic control devices and shotguns equipped with specialty impact munitions.
Reasonable Force -	An amount of force that would be used by other fair, sensible and well-trained officers when faced with the circumstances that the officer using the force is presented with.
Necessary -	No reasonably effective alternative to the use of force appeared to exist.
Serious Injury	An injury that creates a substantial risk of death, long-term loss or impairment of the function of any bodily member or organ, or serious permanent disfigurement.
Immediate Danger	An immediate danger is considered to exist if the suspect has demonstrated actions that would lead one to reasonably believe that the suspect will continue to pose a threat of death or serious bodily injury if not apprehended without delay.
Choke Hold	A physical maneuver or technique that restricts an individual's ability to breathe for the purpose of incapacitation.

11.1.1 General Policy

- A. Police officers are authorized to use an amount of force that is objectively reasonable in light of facts and circumstances confronting them to accomplish lawful objectives.
- B. No employee will use unreasonable or excessive force toward any person. In no instance will employees use force in excess of that which is reasonable and necessary to:
 - 1. protect themselves or another from physical harm; or
 - 2. to restrain or subdue a resistant individual; or
 - 3. to bring an unlawful situation safely and effectively under control.
- C. When determining the necessity for force and the amount of force required, officers shall consider known circumstances, including, but not limited to:
 - 1. the level of threat or resistance presented by the subject based on:
 - a. actions of the person;
 - b. statements made by the person.
 - 2. physical size, strength and weaponry of the person as compared to the officer;
 - 3. the nature of the encounter or severity of the offense;
 - 4. prior knowledge of offender propensity for violence; and
 - 5. other conditions such as availability of backup and number of people involved.
- D. For purposes of this policy, officers are not presumed to be acting in an official capacity and, therefore, are not authorized to use force while:
 - 1. on sick leave – Officers under the influence of medication or suffering from a decision altering condition that may render reactions on their part inappropriate to the situation;
 - 2. on administrative leave – Defined as time off as a result of a sworn officer having employment with the department interrupted while still maintaining official standing with the department (extended education leave, military leave, leave as a result of a critical incident);
 - 3. under suspension – Suspension involves removal of responsibility and authority to act in an official capacity and may be with or without pay;
 - 4. exceptions: Nothing contained in department policy shall preclude an officer from acting as an ordinary citizen in emergency situations when not working in an official capacity for this agency.
- E. This policy is for department use only and does not apply in any criminal or civil proceeding. This policy should not be considered as establishment of a higher standard of conduct for employees in case of third party claims. Violations of this policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.
- F. The use of all forms of choke holds are prohibited, except in situations where the use of deadly force is allowed by law.

11.1.2 Types of Force

- A. Professional Presence/Verbal Commands
 - 1. In dealing with people, each employee must attempt to inspire respect and generate cooperation and approval of the public. Employees will be courteous in their relationships with the public.
 - 2. A professional manner combined with the symbols of police authority (badge, uniform) is often sufficient to inspire respect and generate the cooperation and approval of the public.

3. The manner in which an employee speaks can be an effective means of controlling a situation and may eliminate the need to use greater force.

B. Physical Force/Empty Hands Techniques

1. Physical force involves tactics/procedures to affect the control of a resisting subject.
2. Physical force includes, but is not limited to:
 - a. force used to hold or restrain the person;
 - b. physical impact with a part of the body to overcome violent resistance or to protect the officer or others; and
 - c. joint manipulation, pain compliance and pressure point control tactics.

C. Intermediate Force

1. Intermediate force involves the use of less lethal weapons against a person and forcibly subduing that individual with the assistance of these weapons until resistance is overcome.
2. Less lethal weapons include oleoresin capsicum (O.C.) spray, chemical agents, conductive electrical weapon (Taser), shotguns equipped with impact munitions, and batons. Handcuffs are not considered a weapon but rather a restraining device.
3. Officers will be trained in the use of the baton, Taser, oleoresin capsicum, and shotguns equipped with specialty impact munitions. No less lethal weapon will be carried until the officer has received proper training or certification in use and application of the weapon being carried.
4. Any other less lethal object that an employee uses to assist in subduing an individual will, for the purpose of this policy, be considered intermediate force. It is recognized that employees may be confronted with situations in which an authorized less lethal weapon is not available or practical and non-standard weapons may be used.

D. Deadly Force

1. Use of Deadly Force in Defense of Human Life:
Deadly force may be used by officers when they reasonably believe that the action is necessary in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious physical harm.
2. The use of a firearm is expressly considered deadly force. Other force might also be considered deadly force if the officer reasonably anticipates and intends that the force applied will create a substantial likelihood of causing death or serious bodily injury.
3. Use of Deadly Force to Apprehend a Fleeing Felon.
 - a. Deadly force may be used by officers when they reasonably believe that it is necessary to effect the capture or prevent the escape of the fleeing felon; and
 - b. The officer reasonably believes that the action is necessary in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious physical harm.

11.1.3 Policy Training

- A. All sworn personnel shall be issued a copy of the policy on the use of force, and receive classroom instruction on its contents prior to being authorized to carry a firearm or less lethal weapon. The issuance and instruction shall be documented in the officer's FTO manual.
- B. Annually, all agency personnel authorized to carry weapons are required to receive training on the use of force policy.



Sheridan Police Department
Policies and Procedures
11.2
Chapter 11 – Use of Force
Section 2 – Non Deadly Force Reporting Responsibilities

Date: January 1, 2013
Reviewed: 11/03/2020
Updated: 11/24/2021

Signature:

As governmental employees empowered to use lawful force, the police department has a responsibility to carefully monitor and review each use of force, to ensure that the force was within the parameters of policies and law. Supervisors have an important responsibility in reviewing use of force situations and in correcting and coaching officers in this area.

11.2 Reporting Responsibilities for the Use of Non-Deadly Force

- 11.2.1** Whenever officers employ an amount of force capable of causing injury in the course of effecting an arrest, overcoming resistance, or controlling a dangerous situation, the officer will note the use of force in the incident report, and explain the circumstances pertinent to its use.
- 11.2.2** Other than as a part of training or testing, whenever an officer employs O.C., empty hand strikes, including knee strikes and kicks, an E.C.D., an impact weapon or firearm, the officer will note the use of force in the incident report, and explain the circumstances pertinent to its use.
- 11.2.3** Off-duty members who use any degree of force or display any weapon in a law enforcement capacity are required to notify the on duty shift supervisor.
- 11.2.4** As soon as practical after using force as described in 11.2.1 through 11.2.3, the deploying officer shall notify the on duty supervisor of the incident. The on duty supervisor shall meet with the involved officer(s) to review the use of force and circumstances pertinent to its use.
- 11.2.5** The on duty supervisor shall conduct a thorough review of the use of force. If injury occurred or if the incident involved use of O.C., an E.C.D. an impact weapon, a non-standard weapon or the drawing/display of a firearm, the supervisor will complete the Guardian Tracking Use of Force report. The Patrol Operations Lieutenant, or the Special Operations Lieutenant in the Operation's Lieutenant's absence, will review each use of force entry and approve the entry for submission to the Chief of Police. Any use of force incident which has circumstances that require an additional investigation will be assigned as an internal investigation.

11.2.6 The operations supervisor will conduct an annual analysis of the reviews required in 11.2.4 and submit the documentation to the chief of police.

11.2.7 The following actions shall be documented in a case report, but are not considered force that triggers a review:

- A. Escorting or moving a non-resisting subject; or
- B. Handcuffing with no resistance.



Sheridan Police Department
Policies and Procedures
11.3 Replaces 103.4
Chapter 11 – Use of Force
Section 3 – Weapons

Date: January 1, 2013
Revised: 11/03/2020, 11/24/2021

Signature:

It is the intent of the department to provide equipment to safely and effectively respond to situations requiring use of force. The department provides a variety of tools to that end. Only officers who have been trained and demonstrated a proficiency in the use of agency authorized weapons are permitted to carry or use such weapons.

11.3.1 Oleoresin Capsicum (O.C.)

- A. O.C. is a chemical agent that is dispensed by a device that emits a spray, fog, foam, stream, or gas.
- B. O.C. can be used by those authorized and trained in the specific agents' use.
 - 1. Use on People
 - a. O.C. may be used on persons who are actively resisting or exhibiting active aggression, or to prevent individuals from harming themselves or others.
 - b. O.C. may have limited, or no effect, on certain subjects. However, the effectiveness can only be determined after it has been used.
 - c. O.C. should not be used as a "compliance" technique, since the pain cannot be stopped when the subject complies.
 - d. After use, the arresting officer has the responsibility of starting decontamination of the subject as soon as practical.
 - e. In the event that an arrestee exhibits negative physical symptoms, or requests medical treatment, medical personnel will be summoned to the scene, or the arrestee will be transported to the medical facility for treatment.
 - f. At the detention center, steps will be taken to neutralize the effects of O.C., flushing the exposed area with water, and/or neutralizing chemicals (i.e. soap).
 - 2. Use On Animals
 - a. O.C. may be used in confrontations with an aggressive animal, or when an animal indicates it may attack an officer or others.
 - b. An officer using O.C. on an animal should make a reasonable effort to notify the animal's owner of the O.C. exposure, and recommend decontamination.

11.3.2 Conductive Electrical Weapon

Conductive Electrical Weapons (Taser) are designed to disrupt a subject's central nervous system by deploying battery-powered electrical energy sufficient to cause uncontrolled muscle contractions and override voluntary motor responses.

A. Authorized Devices

1. The department issued Taser X2 is the only conductive electrical weapon authorized for use by the Sheridan Police Department.
2. The Taser X2 and associated equipment shall only be carried in department authorized holsters. The holster shall be carried on the opposite side of any duty firearm holster.

B. Authorized Users

Tasers shall only be issued to and deployed by trained, certified officers and Community Service Officers. Re-certification shall be conducted annually.

C. Authorized Deployment

1. A Taser may be used against persons who are actively resisting officers, exhibiting aggression to officers or others, to prevent individuals from harming themselves or others, or when there is a reasonable expectation that it will be unsafe for officers to approach within contact range of the subject.
2. Tasers may be used to control an aggressive animal when the animal indicates it may attack or is attacking. In the event a Taser is used on an animal, the deploying officer shall make a reasonable effort to notify the animal's owner.
3. Upon firing the device, the officer shall energize the subject the least number of times necessary to stop and gain control of the suspect.
4. The subject should be secured as soon as practical while disabled by a Taser to minimize the number of deployment cycles. In determining the need for additional energy cycles, officers should be aware that an energized subject may not be able to respond to commands during or immediately following exposure. Each individual energy cycle is a separate use of force. Officers should re-evaluate the situation prior to applying additional cycles.
5. Officers should be aware of secondary injuries that may occur due to the effects of the Taser. Examples would be: falling from an elevated position and suffering a head injury or broken bone, submersion in liquid and drowning, and subjects holding a sharp object who then fall on the object and injure themselves.

D. Post Deployment

1. After the subject is restrained, Taser probes may be removed by certified officers in accordance with guidelines provided during training. Medical personnel shall remove probe strikes to the face, throat, groin, or female breast.
2. If an adverse reaction to the Taser occurs, or if requested by the subject, medical personnel shall be summoned to the scene or the subject shall be transported to a medical facility for treatment.
3. If a suspect is energized more than two times, is subjected to a continuous energy cycle of 15 seconds or more, or exhibits signs of extreme uncontrolled agitation or hyperactivity prior to exposure, emergency medical technicians shall be summoned to evaluate the suspect's condition.

4. The spent air cartridge, probes, and when possible, 5 A.F.I.D tags shall be collected in accordance with guidelines provided during training and preserved as evidence. Probes that penetrated a subject's skin shall be labeled as a biohazard when submitted as evidence.
5. When possible, the deploying officer should photograph the probe impact area and these photographs shall be included with the incident report.
6. Supervisors or instructors will replace expended cartridges and record the serial number of the replacement cartridges, the date and to whom they were assigned.

E. Reporting

Officers shall explain the rationale for every Taser use in the report. Each individual energy cycle is a separate use of force and shall be documented as such. Officers shall pay particular attention in articulating the justification for any instance in which:

1. A Taser is energized more than two times;
2. More than one Taser is used against a subject in any given incident.

F. Safe Handling

1. Except for general maintenance, storage or authorized training, officers will not draw, point or exhibit the electronic control device unless circumstances create a suspicion to believe that it may be necessary to lawfully use the device.
2. Officers will secure Tasers in such a way as to ensure no unauthorized person will have access to it.

11.3.3 Batons

- A. Department issued expandable batons are authorized tools designed for blocking, striking and to apply control holds while engaged in a police action.
- B. Batons shall only be carried and used by those who have received training. All officers shall receive training once a year on baton techniques. All officers assigned to patrol duties shall carry an expandable baton on their duty belt.
- C. When used as less lethal force, the primary goal of a baton strike is to stop an aggressive subject by creating a temporary muscle or motor dysfunction. Baton strikes should primarily be directed toward major muscle groups, including but not limited to, the thigh, arm, or leg.
- D. Officers should avoid striking a subject's head, throat, neck, heart, and groin, unless threatened with serious physical harm justifying the use of deadly force.

11.3.4 Duty Weapon

- A. On-Duty Side Arms - The official duty weapon is the Glock 22, .40 caliber, semi-automatic pistol. No other side arm may be carried on duty unless authorized in this policy or with written permission from the chief of police.
- B. Only department issued ammunition may be carried or used by officers.
- C. Officers will be required to meet department qualification standards with any firearm carried on duty.

11.3.4.1 Secondary Weapons

- A. Officers may carry a second firearm in addition to the standard duty weapon.

- B. Secondary weapons shall be a Glock, semi-automatic pistol.
- C. Only department approved ammunition shall be authorized for secondary weapons.
- D. This weapon must be registered with the department and the officer must have passed a qualification course as set by the department.
- E. This defensive firearm must be carried in a concealed manner and used only when the primary weapon (duty weapon) is inaccessible or non operational.

11.3.4.2 Rifles

- A. The AR-15 is the standard department issue rifle for patrol officers and detective personnel. Only department issued ammunition may be carried or used by officers.
- B. Extra rifles and ammunition will be secured in the armory. The extra weapons will be secured in the rack unloaded. Command staff and firearms staff have access to the armory key.
- C. Rifles will be permitted to be left in unmarked vehicle trunks provided the vehicle is secured. Weapons left in trunks of police vehicles will be stored in a protective case approved by the firearms coordinator.
- D. Officers are responsible to inspect their weapon to ensure that it is operating properly.
- E. Rifles in use are to be secured in the rack in the police vehicle with the chamber empty and magazine locked in place. It is important that these weapons be secured in the vehicle in a uniform manner so every officer knows exactly what condition the weapon is in when it is removed from the rack.
- F. Rifles may be used by officers when necessary at their own discretion, in accordance with the provisions outlined in this order on the use of deadly force.
- G. Rifles are to be removed from the police vehicle when the vehicle is not in service for vehicle maintenance or if the vehicle is not scheduled to be in service for seven or more days. Rifles will be stored in a secured locker at the police department or in the officer's home.
- H. Rifle familiarization training will be conducted by staff at least once a year. Course content and qualification requirements will be established by the department using reputable sources.

11.3.4.3 Review, Inspection and Approval

- A. All firearms covered under 11.3.4, 11.3.41, and 11.3.42 will be inspected and approved for service by a firearms instructor or armorer prior to carrying. Inspections shall be carried out annually.
- B. All inspected firearms (approved and rejected) shall be recorded by manufacturer, model, serial number, and status in the firearms program records and forwarded to the office of chief of police.
- C. Department owned firearms found to be unsafe will be removed from service and not re-assigned until deemed safe by a trained armorer. In the event officer owned secondary firearms are found to be unsafe, the owner will be notified of its condition and informed it may not be used on duty until it has been repaired and re-inspected.

- D. All department issued firearms covered in 11.3.4 and 11.3.4.2 will be issued by a firearms instructor and signed for by the receiving officer. A hand receipt shall be kept on file with a copy provided to the receiving officer.

11.3.5 Off-Duty Firearms

- A. Under normal circumstances an officer may carry an off-duty firearm.
- B. Off duty officers carrying a handgun should also carry their badge and police identification.
- C. Officers will not carry or use any firearm while impaired by alcohol or drugs.
- D. United States Code Title 18, section 926B allows qualified law enforcement officers an exemption from state laws that prohibit carrying a concealed firearm. Officers traveling outside the Sheridan Police Department's jurisdiction, who intend to carry a weapon, need to familiarize themselves with laws where they intend to carry to make sure they are in compliance. Considerations include, but are not limited to:
 - 1. A visiting officer does not have law enforcement authority unless specifically granted that authority;
 - 2. State laws vary regarding restrictions on where weapons are prohibited.

11.3.6 Specialized Weapons

- A. The police department has specialized weapons, such as long-range sniper rifles, shotguns, Trek suppressors, impact munitions and tear gas available for use by qualified and authorized members of the department.
- B. Only properly authorized and trained personnel are permitted to possess or use these weapons. The Patrol Operations Commander shall determine training content and qualification requirements.
- C. These weapons will be used only in accordance with established policy and procedure for special operations incidents.

11.3.7 Prohibited Weapons

- A. No member of the police department while on duty, will carry or use any weapon unless it has been issued by the department and the member has been trained on the use of the weapon.

11.3.7.1 Restrictions on the Use of Firearms

- A. Warning - When officers are about to invoke deadly force, they will, when possible or practicable, issue a verbal warning to the suspect. In this warning, officers will identify themselves as police officers and instruct the suspect to cease or stop whatever action the suspect is doing that has caused the officer to consider the use of deadly force.
- B. Shoot to Stop - Officers will fire their weapons to stop and incapacitate an assailant from completing a potentially deadly act as described in this order. For maximum stopping effectiveness and minimal danger to innocent bystanders, officers should shoot at "center mass" when practical.
- C. At or From Moving Vehicles - Officers will not discharge a firearm at or from a moving vehicle except when all other reasonable means have been exhausted and it is necessary for the defense of the officer's life or the life of another person, or the

- officer has reasonable cause to believe that the suspect poses a significant threat of death or serious physical harm to the officer or others.
- D. Risk to Innocent Bystanders - When officers are about to discharge their firearms, they will be cognizant of their field of fire and will not unnecessarily create a substantial risk of harm to innocent persons.
 - E. Warning Shots - Officers shall not discharge their firearm for the purpose of a warning shot.
 - F. While Under the Influence of Alcohol or Drugs While On Duty - Officers may not use or carry any firearm while having any detectable alcohol in their system or while under the influence of any drug or medication that would likely negatively affect their decision making.
 - G. To Destroy Animals
 - 1. The killing of an animal is justified for:
 - a. Self defense;
 - b. To prevent substantial harm to the officer or others;
 - c. When the animal is so sick or badly injured that humanity requires its relief from further suffering.
 - 2. A seriously wounded, sick or injured animal may be destroyed only upon approval of a supervisor. If available, an animal control officer should be notified to determine if the animal can be saved or should be destroyed in a safer manner.
 - 3. Officers will complete a report and will notify their supervisor whenever it becomes necessary to kill an animal in defense of himself or another. Supervisors will complete the appropriate Guardian tracking entry.

11.3.7.2 Safe Handling of Firearms

- A. Except for general maintenance, storage or authorized training, officers will not draw, point or exhibit their firearm unless circumstances create a suspicion to believe that it may be necessary to lawfully use the weapon in conformance with other sections of this policy.
- B. As a general rule, officers will not surrender their weapons to any person who is not a police officer for any reason except for maintenance at the police building or other designated place.
- C. Officers will secure and store weapons both on and off duty in such a way as to ensure no unauthorized person will have access to and gain control over the weapon.

11.3.8 Training Exercises

- A. Officers may discharge their firearm for the purpose of training at the police department or other established shooting range.
- B. Officers will exercise all normal safety precautions and obey all appropriate rules or directives while practicing on the department range or any other established range.



Sheridan Police Department
Policies and Procedures
11.4
Chapter 11 – Use of Force
Section 4 – Firearm Training & Qualifications

Date: January 1, 2013
Reviewed: 11/03/2020
Revised: 11/24/2021

Signature:

The nature of police work creates a need for law enforcement officers to develop and sustain firearms skills needed to survive a lethal force encounter. The department has a responsibility to see that all officers are properly trained in the use of firearms.

11.4.1 General Requirements and Operations

- A. All sworn personnel must be able to meet established levels of proficiency in the use of firearms as set by the department. These standards are based on a combination of past department experience in this area, as well as current available research for police firearm programs.
- B. All courses of fire, qualification outlines, training outlines and related instructional and qualification materials must receive approval from the firearms program coordinator prior to being utilized within the department. These records, along with qualification records for the department, will be retained by the firearms coordinator, and a copy will be forwarded to the office of the chief of police.
- C. The patrol operations lieutenant is responsible for the operation of the Sheridan Police Department Firearms Program. Specific responsibilities for the operation of the program may be delegated to other personnel as necessary. The patrol operations lieutenant will select personnel from the department to act as instructors or otherwise participate in the firearms program which operates under a general team concept. Included in the team will be the patrol operations lieutenant, a firearms program coordinator, firearms instructors, a firearms armorer, and others as needed.

11.4.2 Attendance - Sworn

Sworn personnel are required to attend and pass firearm training and qualification sessions as outlined below.

- A. Recruit Training – All officers, regardless of their experience, education, and background at the time of employment with the department, will be required to complete a recruit level firearms training program prior to actual field assignment. The recruit level firearms training will be tailored to the individual officer based upon their prior experience, education, and training in the use of firearms. This may be either the Sheridan Police Department's Field Training Firearms Program or the Wyoming Law Enforcement Academy Firearms Training Program. No officer will be assigned any type of a field assignment until this training is completed.
- B. Pistol Qualification Courses of Fire – The Sheridan Police Department will conduct qualifications two times per year. All sworn officers must attend and successfully pass the

- pistol qualifications offered and must complete at least one pistol qualification every six months. Officers are expected to attend qualifications when offered unless a valid reason exists that they cannot. A make-up qualification will be provided for those officers who had a valid reason for not attending the qualification when scheduled.
- C. **Rifle Qualifications** – The Sheridan Police Department will conduct two rifle qualifications per year. Each sworn officer who is assigned a department issued rifle will attend and successfully pass the two rifle qualifications held in that year and must successfully complete one rifle qualification every six months. Officers are expected to attend qualifications when offered unless a valid reason exists that they cannot. A make-up qualification will be provided for those officers who had a valid reason for not attending the qualification when scheduled.
 - D. **Specialty Training Sessions** – All sworn personnel, excluding the rank of lieutenant and above, must attend unless prior approval is obtained from their division commander.
 - 1. Annual familiarization training will be conducted for specialized and/or other weapons.
 - 2. Dim Light Trainings will be offered yearly. Each officer will attend and successfully complete the Dim Light training sessions offered.
 - 3. Simunitions Scenario Trainings will be offered regularly. Each officer will attend and successfully complete the Simunitions training sessions when offered.
 - 4. Decision Shooting training on a Simulator will be offered regularly. Each officer will attend and successfully complete the Decision Shooting training when offered.

11.4.2.1 Attendance - Former Officers

For purpose of the Law Enforcement Officers Safety Act of 2004, (18USC926C) the department may, with approval of the chief of police, provide firearms qualifications for retired employees who were formerly certified police officers with the Sheridan Police Department.

11.4.3 Weapons Qualification Failures

Officers who do not have current qualifications with department issued weapons are prohibited from using that weapon for duty use. Officers who have failed weapons qualifications may not carry, use, or check out that weapon until such time as they are able to meet department standards for that weapon.

- A. Personnel who are issued department weapons for use will return the weapon to their supervisor at any time they fail to meet department standards set forth for that particular weapon.
- B. When an officer fails to meet qualification standards for firearms, the firearms coordinator will notify that officer's supervisor and the operations division lieutenant of the failure in writing.

11.4.4 Back-up Weapons

Officers who utilize a back-up handgun must pass a back-up qualification once a year. No weapon will be carried as a duty or back-up weapon unless that officer has previously qualified with the weapon. See Policy No. 11.3.4.1 Secondary Weapons.

11.4.5 Training and Courses of Fire Outlines

All training session outlines and courses of fire outlines will be submitted by the firearms coordinator to the patrol operations lieutenant. These courses of fire outlines will reflect the annual training requirements as noted above.

11.4.6 Scores

- A. All qualification scores will be recorded on a pass or fail basis, with a minimum standard used to pass a particular course of fire as determined by the firearms team. If an officer is not able to obtain a passing score, the range instructor will provide remedial training and the event will be indicated on the qualification record. All qualification scores and training results will be forwarded to the firearms coordinator, the patrol operations lieutenant, and the office of the chief of police.
- B. Qualification scores for pistol and rifle qualifications will be established according to standards in effect by the Wyoming Law Enforcement Academy on a WLEA qualification target. For courses of fire created by the Firearms Program Team, qualification standards will model and follow the conditions set forth by the Wyoming Law Enforcement Academy and WLEA qualification target.

11.4.7 Remedial Training

- A. Firearm instructors will provide remedial training to officers who show a deficiency in firearm techniques or are unable to meet the minimum standards for qualifications as outlined. If an officer fails the standard qualifications, the firearms instructor will review with them the proper firearms shooting technique. The officer will be allowed to re-qualify at that time but will be required to pass two successive qualifications. If an officer still fails the qualification standards the officer must attend remedial training of a sufficient length to correct the officer's flaws and show competency with the weapon until all flaws are corrected. The firearms coordinator will arrange for remedial training as soon as practical after the qualification failure. If the training cannot be arranged within 72 hours, the firearms coordinator must obtain the approval of the patrol operations lieutenant.
- B. In remedial training sessions, proper technique will be reviewed with the officer and an opportunity to re-qualify will be given. The re-qualification will consist of two successive passing qualifications. Results of remedial training will be documented and forwarded to the patrol operations lieutenant and the chief of police.
- C. Officers must be able to maintain minimum standards as dictated by department directives and policies. In the event that an officer is still unable to do so, even after remedial training, the firearms coordinator shall forward copies of the results of the remedial training to the chief of police for further disposition on the officer's employment status.

11.4.8 Firearm Range Rules

- A. In an effort to promote safety and prevent accidental injuries, officers of the department will strictly adhere to firearm range rules. These rules apply whenever training and/or qualifications are being conducted at designated ranges.
- B. Range instructors have authority over all people present during training and/or qualifications. The range instructors may, at any time, expel an officer from the range when the officer's behavior creates an unsafe environment or when the below listed rules are violated and it is the range officer's opinion that the officer's continued presence may be a hazard or disruptive to other persons at the range. Violations of safety precautions will be documented and the written information forwarded to the operations division lieutenant.

11.4.9 General Rules of Safety and Conduct

- A. Officers will be attentive and alert while at the firing range. Officers will not report to the range area under the influence of alcohol and/or drugs which are known to affect judgment and/or physical functioning. If the range instructor believes that an officer is under the influence of drugs or alcohol, the range instructor will not allow that officer to participate in any shooting exercises, and will contact a supervising officer and inform him of the incident as per current department and city policies.
- B. Officers must obtain permission from the range instructor prior to loading, dry firing, or firing any weapon. Weapons will be pointed in a down range position towards a target/berm or holstered.
- C. Ear and eye protection will be worn at all times when officers are on the firing line. Officers will remain quiet while on the firing line and will comply with the directions of the range officer.
- D. Officers will not fire a weapon unless they are firing at designated targets at the direction of the range instructor.
- E. Equipment – Firearm instructors (while on the range or during training duties) will not permit an officer to use equipment or firearms that do not meet department specifications or are:
 - 1. Defective;
 - 2. Inoperable or of questionable reliability;
 - 3. Otherwise in a condition that raises safety issues.
- F. Whenever a firearm becomes inoperable during a qualification or department sponsored firearm exercise, the range officer shall:
 - 1. Remove the weapon from service immediately;
 - 2. Provide a replacement weapon to the officer for duty use;
 - 3. Notify the patrol operations lieutenant, in writing, of the incident or the officer's supervisor in the lieutenant's absence; and
 - 3. Arrange for the weapon to be repaired and deemed to be functional by a trained armorer or certified gunsmith.
- G. If an officer's duty weapon requires replacement or repair, the officer must qualify with the replacement weapon or have qualified with the replacement weapon within the previous six (6) months. In any case, no officer shall be allowed to work field duty with a weapon that he has not qualified with.



Sheridan Police Department
Policies and Procedures
11.5 Replaces 103.4
Chapter 11 – Use of Force
Section 5 – Deadly Force Response and Reporting

Date: January 1, 2013
Revised: 11/03/2020, 11/24/2021

Signature:

The investigation of the use of deadly force by an officer requires complete information to be obtained in a timely manner. A thorough investigation is of critical importance to the officer, department and community.

11.5.1 Responsibilities Following the Use of Deadly Force

- A. Whenever an officer employs an amount of force likely to cause death or serious bodily injury, whether intentionally or accidentally, the officer shall immediately do the following:
 - 1. Determine the physical condition of any injured person and render first aid when appropriate;
 - 2. Request necessary emergency medical aid;
 - 3. Notify the dispatcher of the incident and location;
 - 4. Report the incident to the on-duty supervisor as soon as practical;
 - 5. The officer will remain at the scene (unless injured) until the arrival of the appropriate investigators. If the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop, the ranking officer at the scene shall have the authority to arrange for the officer to be transported to a more appropriate location;
 - 6. If the use of force involved a firearm, the officer will protect the weapon for examination and submit the weapon to the appropriate authority (investigating officer/command staff) when requested. Once the situation is stable, the officer will not alter, reload or otherwise affect the condition of the weapon other than to make the weapon safe or to continue to use the firearm if needed;
 - 7. The officer shall not discuss the case with anyone except supervisory staff, assigned investigative personnel, or legal counsel.
- B. The notified dispatcher shall:
 - 1. Dispatch requested medical aid;
 - 2. Notify the on-duty supervisor or other available ranking staff.
- C. The shift supervisor shall:
 - 1. Notify the chain of command.;
 - 2. Proceed immediately to the scene; and
 - 3. Secure the scene.
- D. The special operations lieutenant or designee shall:
 - 1. Proceed immediately to the scene;

2. Conduct a preliminary field investigation to determine if the incident warrants criminal investigation;
3. The findings of such an initial inquiry shall be conveyed to the chief of police. The chief of police, or his designee, shall determine the scope of the investigation after conferring with the detective division supervisor and other relevant sources.

11.5.2 Investigation of the Use of Deadly Force

All use of deadly force incidents requires an administrative investigation. As a matter of general policy, those incidents requiring a criminal investigation will be investigated by another agency. Therefore, on scene response by members of the Sheridan Police Department should be directed to containing and preserving the scene for further investigation.

A. Criminal Investigations

1. The responsible agency will process the scene, collect evidence, conduct interviews with involved parties and witnesses, and complete all other investigative duties as appropriate to the incident.
2. If an outside agency is unavailable, the chief of police will assign the special operations bureau responsibility to complete the investigation. An outside agency will be requested to review the investigation and documentation. Outside agencies are preferred as they provide transparency and objectivity.
3. After the criminal portion of the investigation is completed, the chief of police shall turn over the acquired information to the appropriate Sheridan County Attorney for review and action as deemed necessary.

B. Administrative Investigations

The purpose of the administrative investigation is to determine if the conduct of the officer(s) involved in the use of deadly force conformed to the department policy.

1. Staff assigned to conduct the administrative investigation will conduct an independent investigation into all circumstances surrounding the shooting incident.
2. The scene commander and all personnel at the scene of the shooting will cooperate fully with the administrative investigator.
3. Those assigned to administrative investigations will take all appropriate actions necessary to ensure that the administrative investigation does not jeopardize any ongoing criminal investigation.
4. Upon conclusion of the administrative investigation, the chief of police will review all relevant details of the incident to determine if the use of force was within policy. In cases involving use of firearms, the chief may convene a shooting review board, composed of members as determined by the chief of police, to review the facts surrounding the incident to determine if the shooting was within policy.

11.5.3 Additional Reporting Responsibilities

- A. When an officer uses deadly force and the resulting investigation includes a recorded interview with an investigator, the officer will not be required to complete a written report regarding the incident. In any other case, the officer will file a written report detailing the incident. At a minimum, the following information is to be contained in the statement:

1. A detailed description of the words, actions and/or threat posed by the suspect warranting the need for force;
 2. A description of the force used; and
 3. Any subsequent actions taken by the officer.
- B. Officers are required to report any accidental discharge of firearms. A complete investigation will be conducted into any accidental discharge of a firearm.
- C. Any employee involved in a deadly force incident may be requested, as part of the criminal investigation, to submit to analysis of their blood or urine. If the employee asserts their right to refuse the test, they shall be required to submit to the test(s) as part of the administrative investigation. In such a case, the results will not be shared with the criminal investigators.

11.5.4 Relief from Field Duty

- A. When death or injury has resulted from the use of deadly force by an officer, that officer will, as soon as practical, be released from field duty by the supervisor pending a full investigation into the incident.
- B. During the period of time an investigation into the incident is being conducted, the chief of police may assign the officer involved to duty inside the building or place him/her on administrative leave. This leave shall be without loss of pay or benefits, pending the results of the investigation. Such relief from duty will not be considered a disciplinary or corrective action taken against the officer, but rather an administrative course of action for the purpose of relieving the officer from further performance of field duties while undergoing the extreme emotional stress of having used deadly force, and permitting the police department time to conduct an objective investigation into the matter. While on administrative leave, the officer shall remain available at all times for official departmental interviews and statements regarding the incident, and shall be subject to recall to duty at any time. People on administrative leave are subject to the City of Sheridan's leave time policy.
- C. The period of time spent on administrative leave or inside duty will be determined by the chief of police.



Sheridan Police Department
Policies and Procedures
11.6 Replaces 103.4
Chapter 11 – Use of Force
Section 6 – Post Incident Trauma

Date: January 1, 2013
Reviewed: 11/03/2020
Revised: 11/24/2021

Signature:

Law enforcement duties can often expose officers and support personnel to mentally painful and highly stressful situations that cannot be solved through normal stress coping mechanisms. Unless adequately treated, these situations cause disabling emotional and physical problems. It has been found that officers involved in incidents resulting in death or serious bodily injury to a citizen or fellow officer may precipitate such stress disorders. It is the responsibility of the Sheridan Police Department to provide personnel with information on stress disorders and to guide and assist in their deterrence. Therefore, it shall be the policy of this agency to take immediate action after such incidents to safeguard the continued good health of all involved personnel.

Definition

Post-Traumatic Stress Disorder: An anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive and prolonged milder stress.

11.6.1 Supervisory Responsibilities at the Scene

- A. In cases where serious injury or death results from a police action, a shift supervisor shall be dispatched to the scene of the incident, and shall assume primary responsibility in caring for involved personnel.
- B. During any period where the involved officer is required to remain on the scene, but has no immediate duties to fill, the officer should be taken to a quiet area. A peer counselor or other supportive friend or officer should remain with the officer, but should be advised not to discuss details of the incident.
- C. The shift supervisor should arrange for the officers directly involved in the incident to leave the scene as soon as possible, and be taken to a quiet, secure setting.
- D. At all times, when at the scene of the incident, the supervisor, should communicate with the officer and all involved personnel in a manner that acknowledges the stress caused by the incident.

11.6.2 Meeting with Involved Officer(s)

- A. Where possible, the supervisor shall briefly meet with involved officers:
 1. Only minimal, preliminary questions should be asked about the incident. The officer(s) should be advised that a more detailed debriefing will be conducted at a later time;
 2. Any standard investigations that will occur concerning the incident should be discussed with the officer(s);
 3. The officer(s) should be advised that they may seek legal counsel;

4. The officer(s) should be advised not to discuss the incident with anyone except a personal or agency attorney, or departmental investigator, until the conclusion of the preliminary investigation.
- B. The shift supervisor shall determine whether the circumstances of the incident require that the officer's duty weapon be taken for laboratory analysis. Where the duty weapon is taken, the supervisor shall:
 1. Take custody of the officer's weapon in a discrete manner, and
 2. Replace it with another weapon of the same kind, or advise the officer it will be returned or replaced at a later time, as appropriate.

11.6.3 Other Considerations

- A. No caffeine or other stimulants or depressants should be given to the officers unless administered by medical personnel.
- B. Involved officers should notify their families about the incident as soon as possible. Where an officer is unable to do so, an agency official shall personally notify his family, and arrange for their transportation to the officer's location.
- C. In all cases where injury or death result from an officers actions, the services of a chaplain will be made available to the involved officers and their families upon request. The purpose is to provide the officer and family with a source of professional consultation to aid them in dealing with the potential moral and ethical after-effects of the incident. The chaplain services shall not be related to any department investigation of the incident and nothing discussed will be divulged to the department. The consultation sessions will remain protected by the privileged relationship.

11.6.4 Post-Incident Procedures

- A. Involved personnel shall be removed from line duties pending evaluation but shall remain available for any necessary administrative investigations.
- B. All officers directly involved in the incident shall be required to attend a counseling session as soon as practical after the incident. The purpose is to allow the officer to deal with the moral, ethical, and/or psychological after-effects of the incident. The debriefing shall not be related to any department investigation of the incident and nothing discussed in the debriefing will be reported to the department. The debriefing session will remain protected by the privileged physician-patient relationship. After counseling sessions, the specialist shall advise the agency:
 1. Whether it would be in the officer's best interest to continue on administrative leave or be returned to light or full duty;
 2. What will be the best continued course of counseling.
- C. The Sheridan Police Department strongly encourages the families of the involved officers to take advantage of available counseling services.
- D. Any investigation of the incident shall be conducted as soon and as quickly as practical.
- E. The agency should brief other agency members concerning the incident so that rumors are kept to a minimum. Personnel, both sworn and non-sworn, are encouraged to show the involved officers their concern and support.
- F. All personnel involved in the incident should be advised that they are not permitted to speak with the media about the incident. Employees shall refer inquiries from the media to a designated spokesperson, unless otherwise authorized by the chief of police to release a statement pertaining to the incident.

- G. In order to protect against crank or abusive calls, officers should be advised to have phone calls answered by another person for several days if their names are released to the public.

11.6.5 Daily Stress Recognition

- A. As post-traumatic stress disorders may not arise immediately, or the officers may attempt to hide the problem, each supervisor is responsible for monitoring the behavior of officers for symptoms of the disorder.
- B. A supervisor may recommend an officer seek assistance or counseling from a mental health specialist through the Employee Assistance Program upon a reasonable belief that stress may be disrupting the officer's job performance.
- C. If a supervisor believes an employee is affected by post-traumatic stress the supervisor shall notify the chief of police who will arrange appropriate evaluation and care.

11.6.6 Training

- A. The agency shall provide employees with training on policy pertaining to post-traumatic stress disorders.
- B. Supervisors are responsible for making available to their teams information about the agency's peer counseling group and mental health services.



Sheridan Police Department
Policies and Procedures
1.1 Replaces 102.2
Chapter 1 – Department Manual and Written Directives
Section 1 - Purpose

Date: January 1, 2013
Updated: 8/27/2021

Signature:

This manual is intended as a formal written directive system to inform members what is expected of them in the performance of their duties, to provide guidance to them in performing those duties, and to establish the basis for employee accountability and the means to fairly evaluate employee performance. While such a system is not intended to be all-inclusive, the establishment of written directives will help to ensure consistent and accountable police service.

1.1.1 Manual

The Sheridan Police Department policy and procedure manual is the primary body of written directives governing the department. It contains official instructions and information for which the department's employees, both sworn and civilian, will be held accountable.

- A. These directives are intended for the use and guidance of employees for carrying out agency activities.
- B. To achieve its objectives, the department must develop sound, written directives and govern activities accordingly. Directives are generally mandatory when the terms "shall", "will", and "must" are used. Directives are generally advisory when the terms "may", "can", or "should" are used.
- C. Employees are expected to use judgment in handling situations; and when the employee's judgment causes an action inconsistent with any of these directives, the employee may expect to have to explain and defend the action. When the department finds the employee has acted reasonably, in good faith, and in the best interest of all concerned, the employee's judgment will be upheld. Latitude for deviation from directives is also permitted.
 - 1. When specifically ordered by a supervisor to handle a situation differently. If an employee has any question as to the appropriateness of a supervisor's order to violate a directive, the employee should point out the conflict to the supervisor. If the order stands, the employee should follow the order and then document in writing the deviation to the next highest in command.
 - 2. If a procedure in this manual conflicts with federal, state or municipal law, the applicable law will supersede department policy. It is the responsibility of every employee aware of such a conflict to notify the chief of police through the chain of command of that conflict.
- D. While it is important that supervisors at the operation level be able to issue orders and directives that swiftly, efficiently and effectively address issues involving their commands, supervisors shall ensure that their orders, directives, and memorandums do not conflict with departmental orders contained in this manual.
- E. Due to the special nature of police work, this manual may be more restrictive than city policy. In those cases the directives of this manual will prevail.

1.1.2 Dissemination

- A. Each member of the department will have access to the manual via the city computer network.
- B. It shall be an employee's responsibility to read and understand the contents of the policy and procedure manual. If the employee does not understand a directive or any portion thereof, the employee must request further information or instruction from an appropriate supervisor.
- C. It is the supervisor's responsibility to ensure that personnel assigned to them understand the contents of the manual and are kept informed of other departmental directives. At the time a policy is issued it shall be reviewed with personnel. Further, if it is needed, some additional training may be conducted concurrently with the distribution of a directive. This does not relieve employees of the responsibility to keep current on department information.
- D. The manual will be updated as needed. Each employee will be notified by both Power DMS, and electronic mail (e-mail) when revisions are made to the policy and procedure manual.
- E. Proof of electronic receipt will be centrally maintained through Power DMS and can be accessed by command staff.
- F. Every department employee is responsible for reading any updates to the manual upon being made aware of changes.
- G. The content of the policy and procedure manual will only be released outside the department through the police department administration.

1.1.3 Storage

The electronic version of the manual is considered the most current version and takes precedence over any printed version. The most current version shall be stored and published in Power DMS. The senior administrative assistant to the chief of police is responsible for maintenance and storage.

1.1.4 Application

This manual is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as creating a higher standard of safety or care, in an evidentiary sense, with respect to third party claims. Violations of written directives, if proven, will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.



Sheridan Police Department
Policies and Procedures
12.1 Replaces 305.1 & 411.1
Chapter 12 – Evidence & Property
Section 1 – Evidence Handling

Date: January 1, 2013

Signature:

Updated: 11/17/2016, 10/10/2017, & 12/16/2021

The requirements of criminal proceedings as well as modern professional standards demand that all evidence received and released is properly handled. Members of the department shall adhere to strict guidelines concerning the collection, processing and ultimate disposition of evidence and other property entrusted to their care.

12.1.1 Seizing Property

- A. Department employees may seize property under the following circumstances:
 - 1. When the property is evidence of a crime;
 - 2. When the property constitutes contraband;
 - 3. When the property is turned over to an employee as found property or is found by the employee in the course of his or her duties; and
 - 4. When the seizure is for safekeeping. (Property seized in the interest of public safety or to provide safe storage until the property can be claimed by the owner will be classified as "safekeeping.")
 - 5. Vehicles may be impounded for safe keeping. See section 18.3.4.C.
- B. Any property coming into the possession of an employee shall be delivered to the proper custodian and a report made of the transaction.

12.1.2 Evidence Collection and Packaging

- A. Training in crime scene processing, evidence collection and handling shall be provided to all police officers. Select members of the department will be trained in specialized techniques and skills required in processing major incidents.
- B. The department will procure and maintain the equipment, tools and supplies necessary to photograph, mark, collect and preserve physical evidence found at the scene of a crime.
- C. The primary responsibility for ensuring that a crime scene is properly processed lies with the investigating officer.
- D. Evidence must be properly collected, packaged, sealed, and marked while maintaining the continuity of custody.
- E. Officers will make every effort to appropriately preserve the condition of evidence during the process of collection. These efforts will be directed toward preventing the introduction of foreign materials or contaminates into the evidence and ensuring a sample that is as complete as is practical.
- F. The following practices are to be followed concerning the collection and preservation of evidence:
 - 1. Evidence shall be properly marked or labeled for identification as it is collected or as soon as practical thereafter.

2. Packaging
 - a. Money, jewelry, firearms and drugs shall be packaged separately from other items.
 - b. Consideration should be given to processing needs and disposition when packaging evidence.
 - i. If it is known that a particular item will likely be sent for examination it should be packaged separately.
 - ii. If it is known that property will be released to multiple people it should be packaged separately to aid in the return process.
 - c. Items will be packaged in new, clean and uncontaminated envelopes, bags, boxes, or wrapped in paper with the exception of Sexual Assault Evidence Collection Kits and Blood Alcohol Test Kits which will be stored in the original manufacturer's box. Plastic zipper bags are suitable for small dry objects. Paper envelopes, paper bags and boxes are suitable for most garments, tools and large items.
 - d. Packages will be sealed with tape. The sealing officer's initials shall be placed on the edges of the tape and adjacent surface to prevent tampering.
 - e. All evidence containing liquids will be packaged and sealed to prevent leakage during handling, storage and transport.
 - f. Wet or bloody articles shall be allowed to air dry in the evidence dryer prior to final packaging and storage.

3. All employees collecting evidence are to complete a narrative report documenting the location where it was collected and who it was obtained from or who discovered it.
4. The evidence custodian will not accept property that has not been properly packaged. The officer and his or her supervisor will be notified of the corrections necessary before being accepted.

G. The evidence collection protocol for shoplifting and minor in possession cases shall be as follows:

1. Misdemeanor cases
 - a. When possible, photograph each stolen/recovered item **separately** and then photograph all the items **together** for the case report.
 - b. Collect a copy of the register receipt for the case showing the value of the items stolen.
 - c. The items can then be left at the store.
2. Felony cases
 - a. Collect all items for evidence.
 - b. Collect a copy of the register receipt for the case showing the value of the items stolen.

H. All property to be submitted shall be secured in an evidence pass-through locker of appropriate size. The locker shall be secured by closing the self-locking door.

I. Exceptions to the use of evidence pass-through lockers include:

1. Large items that will not fit in an evidence locker. Such items must be properly tagged and stored in the evidence barn. The evidence custodian shall be notified of the property's location.

2. Evidence which must be refrigerated shall be secured in the evidence refrigerator. The item should be properly tagged and the evidence report delivered to the evidence custodian.
- I. In cases where evidence cannot be otherwise secured, the shift supervisor will determine the need for call out of the evidence custodian.
- K. In general, perishable items should not be collected. Photographing and otherwise documenting the items should be considered first. If it is necessary to take the item into custody, the officer will get supervisory approval and attach a note to the item explaining the need.
- L. Money will be logged into evidence separately with the total amount listed. Traveler's checks, money orders and food stamps will be handled in the same manner as money.
- M. Safety

Before packaging any evidence, investigating personnel should make a determination of safety and take appropriate precautions. Articles shall be packaged in a manner to prevent injury of personnel who must handle them.

 1. All hypodermic needles will be packaged in a plastic puncture proof collection tube to reduce the risk of accidental exposure.
 2. Firearms will be unloaded. Officers who come into contact with a loaded firearm shall not attempt to unload or render it safe if they are not familiar with it. The officer should request assistance from someone familiar with it to make it safe. Before unloading, note the position of the safety, bolt, breech lock, hammer, cylinder, magazine, etc.
 - a. Semi-automatic firearms should be placed in a locked open or open chamber condition with the ammunition magazine removed.
 - b. Revolvers – Prior to unloading, note the position of loaded chambers, empty chambers, and chambers containing fired cartridges with respect to position of the cylinder in the firearm as found. Mark and package the rounds separately and package the gun with the cylinder open if possible.
 - c. Long guns – Rifles and shotguns need to be placed in a rifle box.
 - d. Do not mark cartridge cases or bullets in any manner. Place in a package and mark the package.
 - e. Zip ties or similar devices may be used through portions of firearms to make them non-operational.
 3. Whenever a weapon cannot be unloaded:
 - a. The officer shall attach a warning note to the weapon indicating the weapon is loaded.
 - b. The officer shall personally notify the evidence custodian or in the custodian's absence, prominently display a message on the custodian's door.
 - c. If the inability to unload the weapon is due to a mechanical failure, the evidence custodian shall make arrangements to have the weapon unloaded by qualified personnel prior to placing it into storage.
 4. All sharp objects will be packaged in a manner to prevent injury. The point, blade or edge shall be covered or otherwise packaged and marked as a sharps hazard. Folded knives and knives in sheaths are not considered sharps and their condition should be listed as "safe" on the evidence form.

- 5. Serology evidence and all property suspected of being contaminated with biological fluids may be infected. Any possible biohazards shall be packaged in biohazard bags or packages marked with biohazard stickers.
 - 6. When dealing with explosives, flammable materials, or chemicals, safety of personnel and of the facility is of primary importance. Storage of such materials shall be limited to small quantities needed for laboratory analysis. Chemical glassware associated with a clandestine drug lab shall be referred to a state department of criminal investigation clandestine lab specialist.
- N. All items with serial numbers will be checked through NCIC to determine if stolen.
- O. When an officer takes into his or her possession property known to be stolen, he or she will verify that the originating agency and the victim have been notified of the recovery, where it is stored, and how it may be recovered by the rightful owner as expeditiously as possible.
- P. Whenever an officer has taken property belonging to a victim for evidence, and long term storage will create a hardship for the owner/victim, the officer will, with the approval of the prosecutor, promptly photograph and return the property to the owner. If the prosecutor requires this property be held for court, the officer will insure it is returned to the owner as soon as it is no longer needed for court.
- Q. Officers in possession of property will transfer it to evidence as soon as possible following the completion of the call and in all cases prior to the end of the officer's shift. With supervisor approval, evidence may be temporarily stored in the evidence room lockers. This storage will not exceed the time needed to process the property.
- R. Officers taking possession of evidence will make certain it is within their care until such time as it is secured in an evidence locker to insure the chain of custody and the integrity of the evidence.
- S. Evidence and property shall not be stored in an officer's car, desk, locker, or office.
- T. Any transfer of custody prior to storage will be documented in the narrative report.
- U. Found property
 - 1. The investigating officer will attempt to contact the owners of found property at the time the property is recovered. The incident report shall indicate whether or not contact was made with the owner and whether or not the property may be returned to the owner.
 - 2. Whenever possible (if ownership can be established and the found property has no apparent evidentiary value) employees will release found property directly to the owner and document who it was released to.
 - a. An evidence property form will be completed for the item;
 - b. An evidence disposition form will be completed to document the release.
 - 3. After storing found property, officers will continue their efforts to locate the owner and will notify the evidence custodian when the rightful owner has been identified.
- V. In the case of drug evidence, the recovering officer shall obtain a gross weight (content and package). In cases involving pills the number of pills will also be listed.
- W. Unless otherwise provided in this chapter, officers do not have the authority to destroy or make final disposition of evidence or contraband in the field.
- X. Vehicles seized as evidence
 - 1. All vehicles seized as evidence should be secured. The vehicle keys will be delivered to the evidence custodian. All vehicles must be inventoried for safety purposes before being towed. (Policy 10.4.2 - F)

2. Vehicles impounded as evidence should not be retained beyond their evidentiary need. Once an officer determines that an impounded vehicle will be of no value in the prosecution of the underlying criminal case, it should be immediately released. Moreover, the impounding officer should strive to determine the evidentiary value of the vehicle at the earliest practical moment.
3. Evidence Custodian or designees will be the only personnel authorized to release vehicles.

12.1.3 Access to the Evidence Facility

- A. The Sheridan Police Department will maintain secure property/evidence rooms for the purpose of storing property.
- B. The evidence custodian is responsible for maintaining the security of the evidence facility.
- C. Access to the evidence facility will be limited to the following:
 1. Evidence custodians;
 2. Other persons approved by the evidence custodian and in his or her presence.
- D. A log shall be kept by the evidence custodian that identifies personnel other than evidence custodians entering the evidence rooms.
- E. Evidence facility doors will be kept locked at all times. Keys will be limited to authorized personnel.

12.1.4 Storage

- A. As the evidence custodian removes submitted items from the lockers or other storage areas, he or she will compare the items removed to those listed on the evidence sheet to ensure all items are accounted for. The evidence custodian shall check property forms and evidence tags to ensure they have been completed properly and legibly. Packages will be checked to ensure proper packaging.
- B. The records system used by the evidence custodian shall reflect the status of all property being held and shall include:
 1. Case number;
 2. Item number;
 3. Description of the property;
 4. The specific location where the property is held; and
 5. Date and time the property was received and released.
- C. Extra security measures shall be taken for items constituting an increased security risk. Items of property requiring added protection will be maintained in separate secured areas of the evidence facility. They include:
 1. Narcotics / Dangerous Drugs;
 2. Currency; and
 3. Firearms.

12.1.5. Transferring Custody

- A. The evidence custodian will record all transfers of evidence including:
 1. To department personnel for review or court;
 2. To a crime lab for analysis.
- B. Officers removing property for any purpose will sign for the evidence and indicate the purpose for removal.

- C. On occasions when an officer attempts to return evidence that has previously been checked out and no evidence custodian is available, the officer will secure the evidence in an evidence locker with a note giving the date and time of return.
- D. In order to track evidence that has been logged out for court:
 - 1. When an officer checks out evidence for court the evidence custodian will provide the officer with a copy of the evidence tracking form.
 - 2. When evidence is left with the court, the officer will complete the evidence receipt to reflect the chain of custody of the evidence.
 - 3. The person receiving the evidence will sign the chain of custody section on the evidence receipt.
 - a. In municipal court the clerk of court should sign for the evidence;
 - b. In circuit court the court clerk should sign for the evidence;
 - c. In district court it will generally be the court reporter who keeps and signs for the evidence.
 - 4. If the officer is unable to obtain a signature, the evidence receipt will be left with the clerk of court. The officer will complete the chain of custody excluding the signature.
 - 5. If the evidence receipt is left with the clerk of court they will have the form signed and return it to the evidence custodian.
 - 6. If the officer is able to obtain a signature, the officer will return the evidence receipt to the evidence custodian. The signed form can be placed into the evidence custodian's mailbox.
 - 7. The copy of the evidence receipt does not need to be completed if the officer maintains custody of the evidence and is able to return all of the evidence.
 - 8. The evidence custodian will be responsible for following up on the evidence receipt left with the clerk of court.
 - 9. The signed and completed copies of the evidence receipt will be placed with the original evidence forms in evidence.
 - 10. If at a later date, the court returns the evidence to the Sheridan Police Department, the evidence receipt will be completed to reflect that the evidence was returned.
- E. At any time the custody of evidence temporarily removed from the evidence room is relinquished to some other agency or person, it will be the responsibility of the relinquishing officer to obtain a receipt for such evidence which will be provided to the evidence custodian. Such receipt should be specific as to what evidence has been received, who received it and the purpose of such transfer of custody.
- F. The responsibility for requesting laboratory analysis of any evidence lies with the assigned investigating officer. Officers shall notify the evidence custodian of:
 - 1. The items to be submitted;
 - 2. The analysis to be conducted; and
 - 3. The court date if known.
- G. Items requiring laboratory examination shall be prepared, packaged, and delivered in accordance with the requirements of the receiving lab by the evidence custodian. There may be circumstances when an officer will need to personally take evidence to a lab. When this is done the officer will coordinate with the evidence custodian and ensure that all necessary paperwork is completed and returned.
- H. A written record of any evidence submitted to a laboratory for examination shall be maintained. The record shall include the following information:

1. The name of the person submitting the item;
 2. The date and time of submission or mailing and the method used;
 3. The date and time of receipt in the laboratory; and
 4. The name and signature of the person in the laboratory receiving the evidence.
- I. If a sealed package is to be opened for processing, do not cut or break the original seal if at all possible. It is better to open the package at another point and retain the original seal.

12.1.6. Releasing / Disposition

- A. After the Property/Evidence Technician has received either a Judgment and Sentence, declination notice, or notice no charges were filed, he/she will email the responsible officer notifying him/her that said evidence is scheduled for disposition. This is to insure there are no other documented reasons to hold the evidence (IE evidence is needed in another criminal case, pending court appearance by other defendants, pending/possible civil litigation, etc).
- B. The responsible officer will have 14 days following the date of notice to request the evidence be retained. The officer must also articulate specific reason(s) for the retention. The Property/Evidence Technician will then hold the evidence and document the reason for retention.
- C. Sexual assault DNA evidence, with a conviction, will be held for at least 5 years, or until the person convicted is out of prison. Sexual assault DNA evidence with no suspect will be held until the victim has died. Homicide evidence will be kept forever.
- D. Property may be disposed of in one of the following methods:
 - a. Returned to the owner;
 - b. Sold at public auction; (If property is abandoned or unclaimed, the department shall seek court authority to sell at public auction per Wyoming Statute and Sheridan City Code. To avoid the appearance of a conflict of interest, employees of the department will not be allowed to purchase items at the auction that have been seized as evidence or found property.)
 - c. Destroyed:
 - a. Abandoned, damaged, or non-working property of no apparent value will be destroyed or disposed of by placing it in a city refuse container;
 - b. Alcoholic beverages will be poured down the sewer system drain;
 - c. Controlled substances will be burned after receiving a court order for destruction;
 - d. Knives, firearms and deadly weapons will be rendered inoperable by the evidence custodian or city shop employees prior to disposal.
 - d. Converted to city use after receiving a court approval per W.S.S 7-2-105 (j).
 - e. Forfeited to the department under federal or state forfeiture proceedings.
 1. Unclaimed money that is not subject to forfeiture proceedings shall be delivered to the State of Wyoming according to the terms of the Uniform Unclaimed Property Act, Wyoming Statutes 34-24-101 to 34-24-140.
 2. When controlled substances of sufficient quality are available at the conclusion of their evidentiary value, the K-9 supervisor may request court ordered conversion through the chief of police for use as a training aid (Wyoming Statute 35-7-

- 1049). Only the amount of controlled substance necessary for proper training of the K-9's will be kept.
- F. The final disposition of property should be accomplished within six months of all legal requirements being satisfied.
- G. Evidence that has been retained for possible civil litigation will only be released with the chief of police and or city attorney's approval.
- H. Employees shall not purchase, convert to their own use, or have any claim on any found, stolen, abandoned, or recovered property, or property held as evidence. Employees shall not temporarily or permanently convert any property to their own private and/or personal use or to that of another person.
- I. Firearms
1. Before a firearm is authorized to be released to an owner, the officer will be responsible for conducting a criminal history check on that person to ensure that they are not a convicted felon or otherwise prohibited from possessing a firearm.
 2. The evidence custodian will require owners of firearms to sign an affidavit attesting they are not prohibited from possessing a firearm before releasing it.

12.1.7. Accountability / Inspections

- A. The administrative bureau supervisor will conduct periodic (at least quarterly) facility inspections to determine the following:
1. The property room is being maintained in a clean and orderly fashion;
 2. Property is being protected from damage or deterioration;
 3. Proper accountability procedures are being maintained;
 4. Property having no further evidentiary value is being disposed of promptly;
 5. Provisions of agency policy are being followed.
- B. Semi annual audits of property will be conducted by the special operations lieutenant. These audits will be utilized to ensure the integrity of the property function. Random comparisons of records with physical property will be made with emphasis on money, guns and drugs.
- C. An inventory of all property shall be completed whenever the evidence custodian is transferred or discontinues employment. The inventory will be performed jointly by the outgoing and newly appointed evidence custodians and the special operations lieutenant. The purpose of this inventory is to insure that all items of evidence and other property are accounted for and all records are in proper order.
- D. Other inspections and/or audits shall be conducted as deemed appropriate by the chief of police.

12.1.8. Evidence Custodian Responsibilities

- A. The evidence custodian shall be accountable for control of all property received as evidence, found property or property held for safekeeping and stored in the property rooms and storage areas.
- B. The evidence custodian shall maintain property so items are secure from theft, loss, contamination, deterioration, and can be located in a timely manner.
- C. The evidence custodian shall log all received property, and insure that all stored property is properly documented in property records of the department.
- D. The evidence custodian shall arrange delivery of evidence for laboratory examination.
- E. The evidence custodian shall make final release / disposal of all property by

1. Returning to owner;
 2. Destroying;
 3. Auction; or
 4. Conversion.
- F. The evidence custodian shall maintain an adequate supply of evidence packaging supplies.
- G. The evidence custodian will document the chain of custody of all property from receipt to final disposition by having the necessary information and signatures on the evidence tracking form before relinquishing the evidence/property.
- H. The evidence custodian shall provide testimony in court on the chain of custody of any evidence submitted.
- I. The evidence custodian shall ensure unauthorized persons do not enter the evidence facilities.



Sheridan Police Department
Policies and Procedures
12.2
Chapter 12 – Evidence & Property
Section 2 – Seizing Computers & Other Electronic Devices

Date: January 1, 2013
Updated: 9/27/2021

Signature:

Computers and other electronic technology that is taken as evidence can be a valuable source of criminal evidence. Seizure of these devices requires special consideration.

12.2.1 General Principles

- A. All seizures require a legal basis to seize the item. (Sections 10.4.1, 10.4.2)
- B. If the officer planning a search and seizure knows in advance that computer equipment is to be seized, he or she should consider enlisting the aid of someone trained in the area of forensic computer seizures. Particularly for networked or business computers where the business or network proprietor is not involved in the criminal activity, officers should seek the assistance of a computer specialist before disconnecting a computer.
- C. Suspects must not be allowed to remain near any computers. A single keystroke could launch a program that would permanently destroy digital evidence. In addition, some computers can be controlled through remote devices, such as a wireless mouse. Therefore, suspects should not be allowed to retain any electronic devices during the search.
- D. Consider the need for processing for physical evidence such as fingerprints and handle accordingly.
- E. When seizing a computer for analysis, if the computer is off, leave it off.
- F. If the computer is on, depending on the facts of the case and skill level of those involved in the seizure, it may be appropriate to carefully gather some volatile evidence in RAM that will be lost upon shutdown. Do not start searching through the computer.
- G. If it is reasonably believed that the computer is destroying evidence, immediately shut down the computer by pulling the power cord from the back of the computer and removing the battery if necessary.
- H. If a camera is available, and the computer is on, take pictures of the computer screen. If the computer is off, take pictures of the computer, the location of the computer, the connections and any electronic media attached.
- I. When supported by the legal basis for the seizure (warrant, consent, plain view, etc.) all printouts (officers should be observant for user names and passwords), components and peripherals including cables, power cords, keyboards, mice, manuals and storage media should be collected with the computer.

12.2.2 Stand-Alone Home Personal Computer

For proper evidence preservation, follow these procedures in order.

- A. If networked (attached to router and modem), see instructions in 12.2.3.
- B. Do not use a computer or attempt to search for evidence except per 12.2.1F.

- C. Photograph computer front and back as well as cords and connected devices, as found. Photograph the surrounding area prior to moving any evidence.
- D. If the computer is off, do not turn on.
- E. If the computer is on and something is displayed on the monitor, photograph the screen.
- F. If the computer is on and the screen is blank, move the mouse or press space bar (this will display the active image on the screen). After image appears, photograph the screen.
- G. Unplug power cord from back of computer.
 - 1. For laptops, if the laptop does not shutdown when the power cord is removed, locate and remove the battery.
 - 2. The battery is commonly placed on the bottom, and there is usually a button or switch that allows for the removal of the battery.
 - 3. Once the battery is removed, do not return it to or store it in the laptop. Removing the battery will prevent accidental start-up of the laptop.
- H. Diagram and label cords to later identify connected devices.
- I. Disconnect all cords and devices from the computer.
- J. Package components and transport as fragile cargo.
- K. Seize additional storage media.
- L. Keep computer and all media away from magnets, radio transmitters and other potentially damaging elements.
- M. Collect instruction manuals, documentation and notes.

12.2.3 Networked Home Personal Computer

For proper evidence preservation, follow these procedures in order.

- A. Unplug power to router and/or modem.
- B. Do not use computer or attempt to search for evidence except per 12.2.1F.
- C. Photograph computer front and back as well as cords and connected devices, as found. Photograph surrounding area prior to moving any evidence.
- D. If computer is off, do not turn on.
- E. If computer is on and something is displayed on the monitor, photograph the screen.
- F. If computer is on and the screen is blank, move mouse or press space bar (this will display the active image on the screen). After image appears, photograph the screen.
- G. Unplug power cord from back of computer.
- H. Diagram and label cords to later identify connected devices.
- I. Disconnect all cords and devices from computer.
- J. Package components (including router and modem) and transport as fragile cargo.
- K. Seize additional storage media.
- L. Keep computer and all media away from magnets, radio transmitters and other potentially damaging elements.
- M. Collect instruction manuals, documentation and notes.

12.2.4 Network Server / Business Network

- A. Consult a computer specialist for further assistance.
- B. Secure the scene and do not let anyone touch except personnel trained to handle network systems.
- C. Pulling the plug could:
 - 1. Severely damage the system;

2. Disrupt legitimate business;
3. Create officer and department liability

12.2.5 Cell Phone & Digital Camera

- A. Cell phones, smartphones and digital cameras may store data directly to internal memory or may contain removable media.
- B. The following details the proper seizure and preservation of these devices and associated removable media.
 1. If the device is off, do not turn on.
 2. With PDAs or cell phones, if device is on, leave on. Powering down device could enable a password, thus preventing access to evidence.
 3. Photograph device and screen display (if available).
 4. Label and collect all cables (to include power supply) and transport with device.
 5. Keep the device charged. They may store information in RAM type memory - if the battery dies data can be lost.
 6. If the device cannot be kept charged, analysis by a specialist must be completed prior to battery discharge or data may be lost.

12.2.6 Processing and Storage of Digital Evidence Collected by Officers

- A. This policy will apply to all personnel who collect, handle, and process digital evidence. Digital evidence, in this policy, refers to digital files collected as evidence in police investigations such as videos and phone downloads.
 1. If during the course of an investigation an officer collects a piece of digital evidence the officer should use portable hardware such as a USB Drive to store the evidence. The officer shall then take the item and place it in an envelope. On the outside of the envelope, the officer should write the corresponding case number and the collecting officer's name. The officer shall then place that envelope in the pass-through evidence lockers. There is no need to seal the envelope or affix any barcode or other labels. The officer will also log the item as evidence in Spillman, following already established procedures for evidence item entry.
 2. The evidence technician will take the digital file and transfer it from the temporary portable hardware to a hard drive. This hard drive will be used exclusively for the storage and management of digital evidence. The evidence technician will then return the portable hardware back to be used again by officers.
 3. The evidence technician will remain the point of contact for any other agencies or persons who wish to have access to the evidence. The evidence technician will maintain the evidence and document access following established procedures.
 4. Patrol Sergeants and the Special Operations Lieutenant will maintain a supply of USB drives for officers to use.
- B. Any deviation from this procedure needs to be granted in writing by a bureau commander or above. The one set exception to this procedure are items with digital evidence containing child pornography. Those items will be stored and sealed separately.



Sheridan Police Department
Policies and Procedures
12.3
Chapter 12 – Evidence & Property
Section 3 – VeriPic

Date: January 1, 2013
Updated: 9/11/2015 & 12/16/2021

Signature:

A handwritten signature in blue ink that reads "T. K. Miller".

VeriPic Digital Photo Lab evidence software will be used by department personnel to store and protect the integrity of digital images and audio files.

12.3.1 Importing Images

- A. Employees are responsible for importing digital images, miscellaneous audio files and creating cases in VeriPic Digital Photo Lab evidence software.
- B. The method for importing digital files is to remove the storage media from the recording device and insert it into the appropriate input device on the computer containing the VeriPic software.
- C. Digital images that are part of more complex investigations, generally incidents involving more than one scene or investigations forwarded to CID, shall be appropriately named so an uninvolved person can determine the image content.

12.3.2 Security Level

- A. Employees will assign an import security level according to the sensitivity of the evidence. Employees should keep in mind that if they import the evidence at a higher level than their personal viewing level they will not be able to view or export the images later.
- B. Viewing levels are:
 1. Patrol – low;
 2. Detectives – maximum;
 3. Corporals and above – high;
 4. VeriPic administrators – maximum.
- C. The following are suggested import levels:
 1. Crashes and other images for routine investigations – low;
 2. Death investigations and other sensitive images – high;
 3. Files sensitive in nature such as internal investigations – maximum.
 4. Sexually explicit images of children will be stored on a CD, USB drive or other external storage device and logged into evidence.



Sheridan Police Department
Policies and Procedures

12.4 Replaces 302.1

Chapter 12 – Evidence & Property

Section 4 – Disposal of Physical Computer Media

Date: January 1, 2013

Signature:

Revised: 1/15/2015, 10/11/2017, 7/23/2021,
03/11/2022

The purpose of this policy is to outline the proper disposal of media at the Sheridan Police Department. These rules are in place to protect sensitive and classified information, employees and the Sheridan Police Department. Inappropriate disposal of Sheridan Police Department and FBI media may put employees, the Sheridan Police Department, and the FBI at risk.

12.4.1 Destruction/Disposal of Physical and Digital Computer Media

- A. When no longer usable, diskettes, tape cartridges, ribbons, digital media storage devices (jump drive, scan disks, etc) hard copies, print-outs, and other similar items used to process or store classified and/or sensitive data shall be properly disposed of in accordance with measures established by the Sheridan Police Department. The following procedures will be followed:
 1. When no longer usable, hard copies and print-outs shall be placed in properly marked shredding bins.
 2. Diskettes and tape cartridges shall be taken apart and placed in the properly marked shredding bins.
 3. After media has been shredded it will be placed in appropriate bins to be incinerated or disposed of properly.
 4. Hard drives on rented/leased copiers will be erased of department data via overwriting, wiping, degaussing, and/or destruction.
- B. IT systems that have processed, stored, or transmitted sensitive and/or classified information shall not be released from the Sheridan Police Department's control until the equipment is sanitized and all stored information has been cleared. For sensitive, but unclassified information, the sanitization method shall be approved by the Sheridan Police Department. For classified systems, National Security Association approved measures shall be used. The following procedures will be followed:
 1. Employees will send all hardware that processes and/or stores classified and/or sensitive data to the Sheridan Police Department IT Administrator to be properly disposed.
- C. The Chief of Police's designee will dispose of hardware and digital media storage devices by one of the following methods:
 1. Overwriting - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located. The number of times the media is overwritten depends on the level of sensitive information
 2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets

- (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. Destruction - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc. Also, computers that are used to transmit classified and/or sensitive information must protect residual.
- D. Documentation will be done by the designee after the hardware is destroyed stating what process was used, what media was destroyed, the date of the destruction. This documentation will be kept for a period of no less than four years by the Sheridan Police Department.
- E. Disposal and destruction of all physical and digital media shall be performed by or witnessed by the Chief of Police's designee, the City of Sheridan IT Manager, or his/her designee, or authorized department personnel.

12.4.2 Media Protection

- A. Electronic and physical media containing Criminal Justice Information (CJI) while at rest, stored, or actively being accessed shall be protected from unauthorized access, use, viewing, dissemination etc. "Electronic Media" included memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, back up medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" included printed documents and imagery that contain CJI.
- B. To protect CJI Sheridan Police Department personnel shall:
 1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
 2. Restrict access to electronic and physical media to authorized individuals.
 3. Ensure that only authorized users remove printed form or digital media from the CJI.
 4. Physically protect CJI until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques and procedures.
 5. Not use personally owned information systems to access, process, store, or transmit CJI unless there is established and documented, the specific terms and conditions for personally owned information system usage.
 6. Not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
 7. Store all hardcopy CJI printouts in a secure area accessible to only those employees whose job function requires them to handle such documents.
 8. Safeguard all CJI against possible misuse
 9. Take appropriate action when in possession of CJI while not in a secure area:
 - a. CJI must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
 - b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock use and /or privacy screens. CJI shall not be left in plain public view. When CJI is electronically transmitted outside the boundary of

the physically secure location, the data shall be immediately protected using encryption.

- i. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption.
- ii. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140--2 standards and approved by the City of Sheridan IT Manager.
10. Lock or log off computers when not in the immediate vicinity of the work area. Not all personnel have the same CJI access permissions and need to keep CJI protected on a need-to-know basis.

C. Media Transport: Dissemination to another agency is authorized if:

1. The other agency is an Authorized Recipient of such information and is being serviced by the Sheridan Police Department, or
2. The other agency is performing personnel and appointment functions for criminal justice employment applicants. Department personnel shall:
 - a. Protect and control electronic and physical media during transport outside of controlled areas.
 - b. Restrict the pickup, receipt, transfer and delivery of such media to authorized personnel. The authorized personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:
 - i. Use of privacy statements in electronic and paper documents.
 - ii. Limiting the collection, disclosure, sharing and use of CJI.
 - iii. Following the least privilege and role based rules for allowing access. Limit access to CJI to only those people or roles that require access.
 - iv. Securing hand carried confidential electronic and paper documents by: Storing CJI in a locked briefcase or lockbox; Only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.
 - v. For hard copy printouts or CJI documents: Package hard copy printouts in such a way as to not have any CJI information viewable.
 - vi. Not taking CJI home or when traveling unless authorized by The Sheridan Police Department LASO. When disposing confidential documents, use a shredder.

D. Breach notification and incident reporting: If CJI is improperly disclosed, lost, or reported as not received the following procedures must be followed:

1. Personnel shall notify their immediate supervisor.
2. The supervisor will communicate the situation to the LASO to notify of the loss or disclosure of CJI.
3. The LASO will ensure the CSA ISO (CJIS System Agency Information Security Officer) is promptly informed of security incidents.
4. Agency personnel shall cooperate to the best of their ability with requests from the CSA ISO in regards to security incidents.



Sheridan Police Department
Policies and Procedures
12.5
Chapter 12 – Evidence & Property
Section 5 – Use/Operation of Drug Terminator

Date: August 13, 2015
Updated: 12/16/21

Signature:

The purpose of this policy is to outline the proper use of the Drug Terminator at the Sheridan Police Department. These rules are in place to protect sensitive and classified information, employees and the Sheridan Police Department. Inappropriate use of Sheridan Police Department Drug Terminator may put employees, the Sheridan Police Department, and the community at risk.

12.5.1 Drug Terminator Surrendered Medications

- A. The Evidence Technician and second department member shall empty all medications from the 'drug take back drop box' and weigh them.
- B. When medication may not immediately be taken to be incinerated, the department member and the Evidence Technician shall weigh the medication and seal them into a properly packaged evidence container per evidence policy. Both initials are required on the evidence packaging. The medications will then be logged into the evidence until they can be properly incinerated.
- C. The Evidence Technician and another department member shall be present during the incineration process until all medications have been placed into the incinerator and rendered non-retrievable.

12.5.2 Drug Terminator – Illegal Narcotics

- A. A court order must be received before the destruction of all illegal narcotics and paraphernalia.
- B. A certified police officer and the Evidence Technician shall be present during the incineration of all illegal narcotics and paraphernalia.
- C. Once the officer and Evidence Technician have ensured all illegal narcotics and paraphernalia have been rendered non-retrievable, the officer may leave the Evidence Technician to finish the incineration process.

12.5.3 Safety

- A. While the Drug Terminator is in operation protective gear must be worn at all times if operator is closer than ten (10) feet to the incinerator. This is to include; welding gloves, eye protection, face shield, respirator, and flame retardant over coat.
- B. Fire extinguisher must be present during the operation of the Drug Terminator.
- C. No accelerants or explosive material may be placed into the incinerator and must be kept at least twenty-five (25) feet away.



Sheridan Police Department
Policies and Procedures
12.6
Chapter 12 – Evidence & Property
Section 6 – Body Worn Cameras

Date: June 13, 2018
Updated: 12/16/2021

Signature:

12.6.1 Purpose

The Sheridan Police Department Policy is intended to identify the procedures and practices applied to the lawful use of body-worn cameras (BWC), hereafter referred to as BWC.

- A. Accurate documentation of events, actions, conditions, and statements made during the course of an incident. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
- B. To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation and presentation;
- C. For officer evaluation including the ability to review:
 - 1. Probable cause for arrest;
 - 2. Arrest procedures; and
 - 3. Officer and suspect interaction.
- D. For officer training, including as an impartial measurement for self-critique and field evaluation during new officer training; and
- E. To protect from false claims of impropriety.

12.6.2 Definitions

- A. BWC – Body-worn camera
- B. Body Worn Camera – An on-officer audio-video system (BWC) currently authorized as the sole means of overt on-officer audio-video recording.
- C. Agency Administrator – Video storage system administrator(s) with full access to user rights.
- D. End User – BWC user with individual account access rights to video storage system.
- E. Evidence Transfer Machine (ETM) – A server with built-in docking stations physically installed in the Sheridan Police Department. The ETM simultaneously recharges the BWC battery while uploading all digitally encrypted data. The ETM then transfers the data to provided storage.
- F. A local server or online Web-based digital media storage facility may be used. The virtual warehouse stores digitally encrypted data in a highly secure environment accessible to personnel based on a security clearance.
- G. Media or Data – Includes photographs, audio recordings and video footage. The media is stored digitally.

12.6.3 Operating Procedures

- A. BWC equipment is issued primarily to uniformed personnel as authorized by this agency.

Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel. Officers who are working special assignments in uniform such as grant funded traffic enforcement shall also obtain and use BWC equipment unless otherwise authorized by supervisory personnel.

- B. Police personnel shall use only BWCs issued by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency.
- C. Officers shall wear the BWC system in the prescribed manner and location. Uniformed officers will wear the BWC in a front facing manner, affixed to the upper chest area with the magnetic mount.
- D. Police personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operation. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
- E. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.
- F. Each uniformed officer assigned a body-worn camera is responsible for ensuring that they are equipped with a Department-issued body-worn camera and that the camera is fully charged and in good working order at the beginning of their shift. If maintenance issues are noted officers shall notify their supervisor of any problems.
- G. Officers shall ensure and confirm that BWC data transfer has been completed before the end of their shift, or at the end of an assigned duty/event.
- H. The BWC will automatically activate when the vehicle's emergency warning equipment is in operation. In instances where the BWC has not been automatically activated, officers shall manually activate the BWC to record all calls for service, investigatory or enforcement contacts with citizens in the performance of official duties. Exceptions include:
 - 1. When determining to record interviews with victims, witnesses and members of the community who wish to share information, officers should take into consideration both the evidentiary value of the recording and the subject's comfort with speaking on camera. If a person is unwilling to provide the information while being recorded, officers may decide that obtaining the information is more important than recording;
 - 2. Recording conversations with confidential informants;
 - 3. During community outreach events, such as giving a talk to a citizen group or making public contacts.
- I. Officers are not required to notify the public they are being recorded, Wyoming State law requires only one person consent/notice. In locations where individuals have a reasonable expectation of privacy, such as a residence, they may decline to be recorded unless the recording is being made pursuant to a valid investigation from a place where the officer is lawfully allowed to be present, is made during the lawful arrest of an individual in the residence, or is being made in conjunction with a lawful search of the residence. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless:
 - 1. The contact moves into an area that is restricted;
 - 2. The event is protracted and continued recording is of no value (i.e. traffic control, crash

- scenes, extended perimeters; officer is on scene but in no position to record, etc.). In instances that warrant the system being deactivated, the officer should verbally record the reason for the deactivation. For example, “recording stopped due to extended perimeter.”
- J. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document in their report why a recording was not made, was interrupted, or was terminated.
 - K. Civilians shall not be allowed to review the recordings at the scene.
 - L. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.
 - M. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
 - N. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the media file.
 - O. Requests for deletion of a recording (e.g., in the event of a personal recording or inadvertent recording) must be submitted in writing and approved by the Chief of Police or his or her designee. All requests and final decisions shall be kept on file.
 - P. Officers will only use the BWC in patient care areas of a healthcare facility when the recording is for official purposes and caution should be used to record only the parties involved in the event being investigated.

12.6.4 Restrictions on Using the BWC

- A. BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not be used to record:
 - 1. Communications with other police personnel without the permission of the Chief of Police;
 - 2. Encounters with undercover officers or confidential informants;
 - 3. When on break or otherwise engaged in personal activities; or
 - 4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

12.6.5 Supervisory Responsibilities

- A. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
- B. Supervisors will randomly review BWC recordings to ensure that: the equipment is operating properly; that officers are using the devices appropriately and in accordance with policy; and monitor officer performance to identify training issues, provide performance critiques or to investigate citizen complaints.

12.6.6 Recording Control and Management

- A. In certain critical incidents, such as an officer involved shooting; the officer’s supervisor or other command personnel shall take custody of the officers BWC and shall be responsible for uploading the data via the ETM.
- B. The media captured by the BWC will be uploaded and stored either in the cloud or on a local server.
- C. Officers shall tag each media file using the predefined list in the video storage system software (i.e. traffic stop, arrest, use of force, etc.), during or at the end of their current shift, or at the

- beginning of their next shift, to ensure that the files are stored properly. Incident numbers shall also be applied to specific media files, if applicable.
- D. All media uploaded to storage system shall be tagged with the most appropriate retention category. The following are the available categories, the retention duration and examples of media that should be associated with each category:

Retention Categories for Video Storage System		
Category	Minimum Retention Duration	Category Description
Inadvertent	90 Days	The camera was activated accidentally.
Traffic Warning	90 Days	Any traffic stop, or accident investigation resulting in a written or verbal warning as the only enforcement action taken.
Traffic Citation	180 Days	Any traffic stop, or accident investigation resulting in a citation for a traffic offense with no criminal activity related to the case.
Call for Service	365 Days	Interviews, complaints, and investigations in response to assigned calls that result in no enforcement action, and have a low probability of any future enforcement. (historied calls, documentation reports, assist agency, etc....).
Arrest	5 Years	Primary Officer of case where criminal citation is issued, or arrest is made.
Arrest Assist	5 Years	Any assisting officer where a criminal citation is issued, or an arrest is made.

Criminal Investigation	5 Years	Follow up investigation, evidence gathering, or interviews connected to an arrest, a probable pending arrest, or a serious crime that is not solved.
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Community Policing	180 Days	General contacts with the public (bar checks, business visits, etc...)
Welfare Check	90 Days	Call for service of a person's welfare when the conclusion is that everything is fine and no Title 25 action is needed.
Title 25	2 Years	Calls for service of a person's welfare when the conclusion is voluntary, or Title 25 admittance to hospital or similar care facility.
Training/Other	365 Days	Any noteworthy activity or training activity deemed necessary.

- F. At a minimum, media shall be stored and retained for the duration as set forth in the State of Wyoming Public Records Retention schedule or until no longer needed as evidence, whichever is longer. For storage and budgetary considerations media may be transferred to approved digital storage format by the evidence division and will be retained pursuant to Wyoming State Statute retention schedule. In the event the media is transferred to disc, the entire recording shall be transferred. No editing or redacting of the media file shall be permitted.
- G. All media recorded by the BWC remain the exclusive property of the Sheridan Police Department. All access may be audited to ensure that only authorized users are accessing the media for legitimate and authorized purposes.

- H. Duplication of Discs
 - 1. Disc duplication shall be done by the evidence technician.
 - 2. The specific segment requested shall be identified and only that portion will be reproduced.
 - 3. The duplicate disc shall be labeled with the date of duplication.
 - 4. Discs shall not be released without having a duplicate copy made and the original returned to records.
 - 5. A duplication fee equal to the expense incurred in duplicating the media may be assessed.
 - 6. Redaction of any confidential information shall be done on any media file prior to release, consistent with the redaction of any other record.

7. Redaction of media will be completed only by staff who have received the appropriate training. A duplicate copy of the released redacted media shall be retained until the original media is destroyed.

I. Recording Requests

1. Requests for copies of media or media review by criminal defendants or their attorneys shall be referred to the appropriate prosecutor's office.
2. Requests for media from criminal justice agencies, other than local prosecutor's offices, shall be submitted in writing to the support services lieutenant.
3. Media will not be released to other than bona fide criminal justice agencies without following the guidelines and procedures in Sheridan Police Department Records Release Policy 14.4.

J. Officer Review of Recorded Media

1. Officers shall have "review access" as an end user to recorded media downloaded from their assigned BWC. This is to allow an officer to review media as he/she prepares reports, prepares for court, and for self-critique. Officers involved in critical incidents, such as an officer involved shooting, shall be restricted from reviewing the video prior to completing their incident report or giving a statement.
2. The Department reserves the right to limit or restrict any officer from viewing media or accessing the BWC system or software.
3. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or his or her designee.
4. Supervisors may review media of their respective subordinates.
5. By an investigator who is participating in an official investigation.
6. Recorded media may be used for training purposes with the proper authorization from the Chief of Police or his/her designee.
7. Under no circumstances shall recorded media be used for entertainment purposes or in an attempt to embarrass another officer or private citizen.
8. Any uploading or converting of media for use on any type of social media is strictly prohibited unless authorized in advance and in writing by the Chief of Police or his/her designee.
9. Officers shall not make copies of any media for their personal use, and are prohibited from using a recording device (such as a camera phone or secondary video camera) to record media from the repository.



Sheridan Police Department
Policies and Procedures
1.2
Chapter 1 – Department Manual and Written Directives
Section 2 – Format and Numbering

Date: January 1, 2013

Signature:

This manual will be written in a standard format for ease in locating information.

1.2.1 Header and Footer Content

- A. The heading for each section will contain the name of the department, the directive number and a descriptive title for the chapter and section.
- B. The footer of each page will contain the section number, effective date and section page number.

1.2.2 Numbering System

- A. A modified decimal system is used to number each chapter, section and sub-section of this manual to provide quick reference and to maintain flexibility in revising and expanding its contents. The first digit(s) designate the chapter; the second digit(s) designate the section, and the final digit(s) designate the sub-section.
- B. Example of Numbering System - The portion of this manual that describes the use of electronic control devices is contained in 11.3.2. "11" designates the use of force chapter, "3" designates the firearms and non-deadly weapons section, and "2" designates the electronic control device sub-section.

1.2.3 Administrative Worksheet

Each section of the manual will have a corresponding administrative worksheet. The worksheet is intended to isolate information from the main directive that is not essential to the meaning of the directive, however is useful to those responsible for drafting, reviewing and revising the directive. The worksheet will contain all the information contained in the heading and footer of directives in the manual as well as:

- A. A statement of purpose for the section;
- B. References including:
 1. CALEA Standards;
 2. Legal references including federal and state statutes or local ordinances;
 3. City of Sheridan policy; and
 4. Other department policy.
- C. A time line including:
 1. Issue date – the date the directive originally took effect;
 2. Effective date – the date the directive was last amended or revised;
 3. Review date – the date the directive is required to undergo review; and
 4. Position responsible for review.



Sheridan Police Department
Policies and Procedures
13.1 Replaces 301
Chapter 13 – Communications
Section 1 – Operations

Date: January 1, 2013

Signature:

Revised: 10/24/2013, 01/12/2015, 01/13/2022

A handwritten signature in blue ink, appearing to read "Tom Kuhn".

Successful law enforcement radio communications requires the coordinated efforts of all users.

13.1.1 Administration

- A. The Sheridan Police Department has twenty-four (24) hour, two (2) way radio capability, providing continuous communication between the communications center and every emergency agency in Sheridan County. City of Sheridan patrol vehicles are equipped with mobile radios and mobile data terminals and every officer is equipped with a portable radio.
- B. The communications center shall be staffed and operated on a twenty-four (24) hour basis to provide continuous communications and support services to Sheridan County. Shift assignments, days off, and suitability to a specific assignment, are recognized as having a distinct effect on the operations of the center. The chief of police or his or her designee may make staffing adjustments as needed in order to further the department's mission, maintain adequate personnel levels, and ensure a high quality of service.
- C. The communications center provides:
 - 1. Radio communications;
 - 2. Mobile data communications;
 - 3. Telephone communications;
 - 4. Dissemination of emergency 9-1-1 calls for service;
 - 5. Dissemination of non-emergency calls for service;
 - 6. WCJIN and NCIC information;
 - 7. Local law enforcement records information;
 - 8. Teletype communications;
 - 9. Fax communications;
 - 10. TDD communications;
 - 11. Recording of radio and telephone communications;
 - 12. Inter-agency communications; and
 - 13. Operations of the Computer Aided Dispatch System (CAD).
- D. The FCC is a regulatory agency that is charged with managing the use of the radio spectrum in a manner that protects the public interest. Radio communications shall be conducted in accordance with FCC procedures and requirements.
- E. FCC regulations prohibit radio misuse such as profane language, inappropriate transmissions, intentionally "covering" other radio transmissions, and failing to yield to emergency communications. Priority shall be given to communications involving potential harm to persons or property. Any misuse of the radio is a serious and potentially dangerous breach of protocol.

- F. The police department shall maintain Federal Communications Commission (FCC) licensing.
- G. The radio and MDCs will be used for official business only. Communications will be conducted in a clear, business-like manner.
- H. Radio identification numbers of field units shall be assigned by the chief of police or designee.
- I. The use of personal electronic devices while on duty shall be authorized for limited use. The use of devices such as smart phones, tablets or laptop computers may be used by dispatch and patrol officers for periodic personal use. Such use will be subject to audit or inspection upon request, based on situations of suspected abuse or misuse if the device is connected to the department's and/or city's wireless internet. The use of such devices may be revoked at any time by a supervisor if performance falls below acceptable levels due to possible distraction from personal devices, or violation of any confidentiality policy already in place.
- J. Department owned Chromebooks may be used for work related functions only such as checking work email, accessing shared files and folders on Google for information, completing necessary documents for tasks like Agency TAC or FTO, and other job related functions. The Chromebooks are not to be used for personal matters such as random searches, shopping, downloading of books or accessing personal email accounts.
- K. The communications center shall serve as the after-hours contact point to respond to victim/witness requests for information and/or services.
- L. A unique case number will be assigned by the CAD system to each request for law enforcement service. This number will serve as the basis for filing and retrieving subsequent reports and facts of the incident.
- M. All personnel shall follow policy and training regarding the appropriate use and care of agency equipment and are responsible for the security and protection of the equipment.

13.1.2 Communication Center Procedures

- A. Personnel assigned to the Sheridan Police Department's Communications Center shall at all times provide a courteous, timely, and efficient response to all persons that call for assistance, while simultaneously providing for, to the maximum extent possible, the safety of the field units.
- B. Communications center staff's primary responsibility is to receive, screen, and prioritize calls for police services, dispatch the appropriate units and monitor field units.
- C. Communications personnel will be familiar with the policies and procedures of the police department and the information that is necessary for various types of reports and incidents. Communications personnel shall obtain relevant information necessary for each call for service including whether an emergency or non-emergency response is required and complete data entry per the approved data entry protocol.
- D. When communications personnel receive a call for service, the operator will ascertain sufficient information to prioritize the call. Priorities are determined by the severity of the incident, whether the incident is in progress or has just occurred, or whether the likelihood that a delay in response might cause the situation to deteriorate. To assist in making that decision, the operator shall determine the following as quickly as possible:
 1. Nature and location of incident;
 2. If the crime or incident is in progress;
 3. If a weapon is involved; and
 4. If persons have been injured or are at risk of injury.

- E. Judgment of communications personnel remains key in determining the priority of the call and communication operators should adjust the priority as appropriate. Calls will be dispatched according to the seriousness of the call.
- F. In the event of an emergency, the operator shall dispatch an available unit as soon as possible.
 - 1. The caller should be asked to stay on the phone to provide further information unless the caller does not feel safe and can escape the situation.
 - 2. If the incident involves a prowler, burglar, family violence or any other incident in which the caller may have a weapon, the caller should be asked and responding officers alerted to that information.
 - 3. Any indicators of urgency or severity should be transmitted to the responding officers.
- G. Calls received through the 911 line will be considered an emergency until determined otherwise. An officer will be dispatched to the location of the call, unless the communications operator is able to determine an emergency obviously does not exist. Officers may still respond as appropriate.
- H. Information is often critical to the success of the case. If possible, information to be recorded for calls for service includes, but is not limited to:
 - 1. Date and time of the request;
 - 2. Complainant's name, address, date of birth and telephone number (if available);
 - 3. Type of incident reported;
 - 4. Location of incident reported;
 - 5. Identification of units assigned;
 - 6. Time of dispatch;
 - 7. Time of officer arrival;
 - 8. Time of officer's return to service; and
 - 9. Disposition or status of reported incident.
- I. The above information will be recorded for all requests including those received by telephone, reported to officers in the field and those self-initiated by officers.
- J. Communications center personnel will advise the caller that an officer will be dispatched, if his or her situation requires police response, and if appropriate the approximate time of the officer's arrival. Communications center personnel will refer a caller who does not require a police response to the appropriate assistance agency.
- K. In the event the communications center receives a call for service that should be directed to another agency, it should be determined if the call is of an emergency nature.
 - 1. If the call is not an emergency, the caller should be given the appropriate agency's telephone number.
 - 2. If the call is an emergency, communications personnel shall transfer the caller and/or relay the information to the appropriate agency as quickly as possible.
- L. Communications personnel will dispatch all calls for service without unnecessary delay.
- M. When an officer has arrived at the scene of a call for police service or checks out on any self-initiated activity, communications personnel will check the officer's status and welfare within a responsible time based on the type of incident and available information. In the event the unit cannot be reached another unit shall be assigned to check on him or her.
- N. Anonymous call information will be dispatched in accordance with priority guidelines. Officers responding to the call will be advised the caller was anonymous.

- O. Communications personnel will notify the shift supervisor of requests by other agencies to back-up or assist their department. The shift supervisor will then determine what action will be taken and which officer(s) will be assigned the task.
- P. The telephone is the primary means by which the public requests the service of this department. For this reason, all incoming calls will be answered promptly to determine if a need for department services exists.
- Q. Personnel must keep in mind that the department is an emergency organization and that there are a limited number of telephone lines available to the department. For this reason, personal calls must be kept to a minimum.
- R. The communications center shall have immediate access to the following department resources:
 - 1. Shift Supervisor -- The communications center shall have the capability of establishing immediate contact with the shift supervisor. This contact may be established by, but is not limited to telephone, cellular telephone, radio, or in person.
 - 2. Duty Roster of Personnel -- Supervisors are to ensure that daily duty rosters are forwarded to the communications center prior to the start of the shift.
 - 3. Personal Telephone Numbers of Every Member -- All members of the department must provide their current telephone number and address to the chief's office. This roster will be updated as needed and forwarded to the communications center.
 - 4. Visual Maps Detailing the Department's Coverage Area -- Maps will be available in Spillman CAD depicting the city.
 - 5. Officer Status Indicators -- Communications personnel will have access to the current status of all available officers by utilizing the computer aided dispatch system. Officers shall keep their status up to date.
 - 6. Communications personnel shall be provided with a copy of the Sheridan Police Department's Policies and Procedures manual for reference purposes.
 - 7. Communications personnel shall have immediate access to telephone numbers for procuring emergency and necessary external services to the department, such as other law enforcement agencies, medical personnel, utility services, etc. These telephone numbers shall include any pertinent after hours numbers.
 - 8. Communications personnel shall have immediate access to manuals for hazardous material incidents and other disasters. See section 21.4.1.
- S. Communication operators shall ensure that work areas are kept neat and organized. All documents and materials should be filed appropriately. Those which are no longer needed, and are of a confidential or sensitive nature, should be shredded.

13.1.3 Communications To and From Field Personnel

- A. To ensure employee safety and efficiency, field personnel shall stay in contact with the communications center by radio or MDC. Field personnel shall keep the communications center advised of their location and status while on duty.
- B. Field units shall have portable radios to stay in constant radio contact with the communications center, whenever it is necessary for them to be away from their vehicles or out on foot. Constant contact permits employees to:
 - 1. Respond to calls for service;
 - 2. Request assistance, if necessary;
 - 3. Receive orders or instructions; and

4. Exchange pertinent information.
- C. Officers are required to ensure the operational status of their equipment to allow for communications with the communications center and other units.
- D. When using the radio there should be a slight hesitation between keying the microphone and beginning a transmission. Radio transmissions shall be given in a clear and concise manner using a normal tone of voice and plain language. Transmissions shall begin with the called unit identifier followed by the calling unit's number. ("PD, Paul 24.") The employee shall wait for a response before proceeding with further transmissions. For officer safety purposes the following four 10 codes may be used:
- 10-0 Caution
 - 10-61 Personnel in the area
 - 10-99 Wanted/Stolen indicated
 - 10-96 Mental Subject
- E. When using conventional channels, to avoid interference with communications in progress, a user should listen to the channel on which he or she intends to transmit for a sufficient period to ascertain his or her transmission will not cause interference.
- F. Field units shall advise the communications center, by either voice or electronic message, of their status in the following situations:
1. When beginning their shift;
 2. When going off-duty;
 3. When commencing and ending a call out;
 4. Upon arrival at calls for service;
 5. Upon clearing calls for service;
 6. When engaging in any activity that will affect the unit's availability to handle calls for service;
 7. When conducting a vehicle stop, officers shall provide the communications center with the vehicle state of origin, vehicle license number, vehicle make and/or model, the location of the stop and any other appropriate information pertaining to the location, the vehicle, or the subject(s) in the vehicle.
 8. When contacting suspects or suspicious persons, officers shall provide the communications center with the location, description of person(s), and reason for contact;
 9. When making an arrest and transporting prisoners;
 10. Officers will inform dispatchers of their location, the nature of the situation, and other important details in on-view situations.
- G. All officers will respond immediately to calls from the dispatcher by giving their unit number and location.
- H. Officers will respond to dispatched calls as soon as practical.
- I. Whenever necessary, officers en route to, or on the scene of a call may request backup units. The first officer to arrive on the scene may cancel back-up units at the point that they determine the additional assistance will not be needed.
- J. Communications is to be advised of which unit has command authority upon the arrival of officers at any situation where confusion may arise as to command structure.
- K. All units will keep the talk group clear in vehicle pursuit situations so that the unit in pursuit can maintain continuous radio contact with the dispatcher.

- L. Priority of call assignment depends on many factors, and it is normally the responsibility of communications personnel to make such assignments; however, an officer in the field may be required to decide whether to continue on an assigned call or handle a citizen's complaint or other observed event and cause his or her call to be reassigned. Such determination should be based upon the comparative urgency and the risk to life and property of the assigned call and the intervening incident.
- M. Times used in radio transmissions shall be in twenty-four (24) hour time.
- N. All operators should be aware that their manner of communication represents the degree of professionalism of the individual operator as well as the department as a whole, and their working relationship with other users on the system. The use of words or tones that convey the meaning of sarcasm, irritation, disgust or anger are not to be used. Members will not become argumentative on the police radio.
- O. Field units calling the communication center and receiving a standby response will hold their traffic unless it is an emergency situation. In emergency situations the user should state such and proceed with the message or give the information to a supervisor or another unit.
- P. Field units receiving a response that their transmission is unreadable should take steps to correct the situation instead of cluttering the air with repeated unreadable transmissions.
- Q. Personnel receiving information from caution indicator files from communications personnel shall be aware that the information is based on carefully scrutinized intelligence but is not probable cause for enforcement action. It is meant only as an alert to potential danger or potential criminal activity.
- R. Officers will not request communications personnel to make telephone calls to third parties in attempts to obtain information about a call for service that can be gathered once on scene unless:
 - 1. The call is an emergency and vital information is missing; or
 - 2. The call is necessary in a tactical situation.
- S. At no time will personnel broadcast sensitive information pertaining to the victims of crime. If necessary, such information should be sent via the mobile data computer or other means of communication.
- T. When relaying calls to Wyoming Highway Patrol, Sheridan Police Dispatchers will notify WHP dispatchers that they are about to transfer a telephone call from the Sheridan Police Department Communications Center to the WHP communications center. The notification, which will include an alert, type of event and location, will be made on Wyolink on the MAT-1 channel. The radio traffic will be concise.
 - 1. The communications officer will then transfer the telephone call to WHP. Communications officers are not required to take caller information as a matter of routine prior to the call transfer unless circumstances dictate a necessity.
 - 2. EXAMPLE: "Sheridan, Highway Patrol, prepare for call transfer for an accident at mile marker 5."

13.1.4 Detective Division Radio Procedures

- A. When responding to any crime in progress call, the responding detective will possess and monitor a portable radio when out of his or her vehicle.
- B. When contacting any suspect in person during a criminal investigation, the detective will contact the dispatcher by radio or telephone and notify them of the location that the contact is being made. If the contact is being made at other than a populated public place (i.e. - bank,

- courthouse, etc.) the detective will possess a portable radio or cell phone in the event that assistance is needed.
- C. When making any traffic stop, the detective will contact the dispatcher and notify the dispatcher of the location of the stop and the vehicle's plate number or description of the vehicle if no plate is visible. The detective will also possess a portable radio and monitor it for radio traffic during the stop.

13.1.5 Alert Tone and Channel (Talk Group) Marker

- A. When an emergency situation with the potential for serious bodily injury exists an alert tone may be used to advise field units to clear all radio traffic and prepare to copy an emergency broadcast.
- B. The alert tone will only be utilized for serious crimes that are in progress.
- C. Once the initial broadcast is completed, the channel marker may then be activated on the operational channel of the incident. When an emergency situation has been declared and the radio system's channel marker has been activated personnel will cease further radio transmissions (except for other emergency traffic) until the emergency has been stabilized and the channel marker cleared.
- D. Using mobile data terminals does not affect the voice radio communications system and are permitted while a channel marker is in place. However, officers should limit their routine computer transactions to those that do not require immediate response by the communications operator until the channel marker is cleared

13.1.6 Recording and Playback

- A. The communications center has the capability of immediate playback of recorded telephone and radio conversations while it maintains continuous recording of radio transmissions and emergency telephone conversations.
- B. Recordings shall be retained in the communications center for a minimum of thirty (30) days.
- C. Review of the recordings shall be limited to personnel with a legitimate need such as investigative, administrative review, training, etc.

13.1.7 Emergency Messages

- A. Citizens or other law enforcement agencies may contact communications center personnel and request that the department notify third party individuals about an emergency situation.
- B. Emergency messages may include, but are not limited to:
1. Serious illness or death of a family member;
 2. Injury as a result of an accident or crime;
 3. A hospital or law enforcement agency needing to speak to a family member; or
 4. Requests approved by the shift supervisor.
- C. Personal notification will be attempted. Officers shall deliver the message in a conscientious and professional manner. If personal contact cannot be made, a note to contact the requesting party will be left at the location.
- D. When accepting a request for emergency notification the call taker should:
1. Obtain as much information from the requesting party as may be necessary to answer questions that may be asked by the person being notified.
 2. Obtain the name and telephone number of the person(s) the party being notified should contact for additional information.

3. If appropriate, obtain the name and address of a third party that may act as a support for the person to be notified.



Sheridan Police Department
Policies and Procedures
13.2 Replaces 301.4.9
Chapter 13 – Communications
Section 2 – Security Policy

Date: January 3, 2013
Revised: 05/03/2017, 10/11/2017, 06/26/2019
03/11/2022
Reviewed: 01/13/2022

Signature:

The Sheridan Police Department adopts the CJIS Security Policy as its minimum security policy. Any Sheridan Police Department policy herein is to enhance and not reduce these standards. Information obtained through criminal justice information systems shall be safeguarded, kept confidential and disseminated only in accordance with policy and the law.

Definitions

CJIS -	Criminal Justice Information Systems is the controlling federal policy division for all National Crime Information Center terminals. Data disseminated through the terminals includes NCIC as well as state and local data.
NCIC -	National Crime Information Center is a computerized index of criminal justice information (i.e. - criminal record history information, fugitives, stolen properties, and missing persons, etc.).
TAC -	Terminal Agency Coordinator is an authorized user, assigned by the chief of police, responsible for maintaining security of the terminal and records, as well as ongoing training for authorized users.
WCJIN -	Wyoming Criminal Justice Information Network refers to state disseminated CJIS information as wells as statewide systems.
DCI -	Division of Criminal Investigation (Control Terminal Section) which houses criminal history information collected in Wyoming.
III -	Interstate Identification Index (III) provides a method for requesting a criminal history record once a person has been associated with an index record, or when the person has been positively identified with a prior record through fingerprint comparison at the local or state level.
ORI -	Originating Agency Identifier is a nine-character identifier assigned by the FBI for identification purposes of an agency.
CHRI -	Criminal History Record Information maintained in a computerized network and housed in NCIC files.
NLETS -	National Law Enforcement Telecommunications System is the message switching network linking local, state, and federal agencies together to provide the exchange of criminal justice and public safety-related information on an interstate basis.
Authorized User -	Those personnel who have completed a background check as approved by the chief of police or his or her designee and who have been authorized by the chief or his or her designee to receive CJIS information.

13.2.1 Personnel Background Screening For System Access

- A. State and national fingerprint-based record checks will be conducted for all personnel, including appropriate IT personnel, before granting access to Federal Bureau of Investigation criminal justice information systems.
 - 1. If a felony conviction of any kind is found, access will not be granted.
 - 2. A criminal record of any other kind may be grounds for CJIS access denial at the discretion of the state control terminal officer.
- B. The Sheridan Police Department will also screen custodial, support, and/or contractor personnel, who access terminal areas unescorted, through established personnel background screening methods including fingerprinting.

13.2.2 Security Standards

- A. Authorized users shall access CJIS systems and disseminate CJIS data only for purposes for which they are authorized. CJIS data shall be disseminated only to those personnel authorized to receive the data. Employees receiving information are responsible for maintaining the confidentiality of the information. Under no circumstances shall data be disseminated outside the criminal justice community.
- B. Failing to comply with established information security policies and procedures or any violation of CJIS Security Policy, NCIC Policy, and WCJIN Policy are grounds for employee formal discipline. The individual or employee responsible will be subject to department disciplinary actions up to and including termination and criminal prosecution. Improper access, use or dissemination of Interstate Identification Index (III) information is serious and may result in the imposition of administrative sanctions including, but not limited to, civil, state and federal criminal penalties.
- C. The FBI authorized ORI will be used in each transaction on CJIS in order to identify the agency sending or requesting data.
- D. Any criminal justice agency that receives access to CJIS data shall enter into a signed written agreement with the department and DCI, as established by FBI CJIS. The agreement will specify the systems to which the agency will have access and that the agency will adhere to CJIS policies.
- E. Information obtained from the Interstate Identification Index (III), and information obtained as a result of its access, contains CHRI. Access and dissemination from these files are to be consistent with the dissemination policies concerning the III.
 - 1. The Interstate Identification Index (III) may only be accessed for an authorized purpose.
 - 2. Dissemination to another agency is authorized only if the other agency has an ORI.
 - 3. All users will provide a reason for all Interstate Identification Index (III) inquiries.
 - 4. Interstate Identification Index (III) information is considered sensitive and shall be protected to prevent any unauthorized access, use or dissemination of the information.
 - 5. Improper access, use or dissemination of Interstate Identification Index (III) or Hot File information is serious and may result in the imposition of administrative sanctions including, but not limited to, termination of services and state and federal criminal penalties.
- F. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other

agency is performing personnel and appointment functions for criminal justice employment applications.

1. Communications Technicians will only run III transactions for the Agencies we have User Agreements with.
 2. Upon receipt of a request for III, Communications Technicians will fulfill the request at the soonest time possible within a reasonable timeframe.
 3. Completed III to be disseminated will be documented with a dissemination log (CHRIS From) and then placed into the appropriate routing folder to be delivered by authorized personnel to the requester.
 4. All II and CHRI at rest will be protected with technical and physical safeguards to ensure the security and confidentiality of the information.
 5. The Sheridan Police Department does not store any information obtained from the II, except background checks for criminal justice employment purposes for agency personnel. These printouts are kept in the Background Packet and kept in a secure, private, and locked room.
- G. To prevent unauthorized viewing or access to the terminal, the terminal sites will not be left unattended while logged into NCIC.
- H. Monitors facing windows available to public view must have appropriate physical security (i.e. - blackout screens).
- I. All data associated with FBI CJIS records will be securely stored and/or disposed of to prevent access by unauthorized personnel. This includes hard copy and media devices.
- J. Criminal history records will be maintained for extended periods only when the III records are key elements for the case files where they are retained.
- K. When retention of III records is no longer required, officers, communication operators, and records personnel will dispose of records by shredding or other methods that render them unreadable.
- L. A log shall be maintained for a minimum of one (1) year on all III transactions. The log will:
 1. Identify the requestor and any secondary recipients;
 2. Provide a unique identifier (title and name) for the requestor; and
 3. Provide a reason for the inquiry consistent with CJIS policy (Purpose code C, J).
- M. Authorized personnel will accompany visitors in the communications center at all times.
- N. Firewalls shall be in place to prevent unauthorized access to CJIS data and all network components providing access to the FBI/CJIS wide area network, either directly or indirectly through connections to other networks. The firewall shall secure all forms of access.
 1. If a security incident/event does occur on a computer with access to FBI/CJIS information, it will be immediately reported to the City of Sheridan IT manager, TAC, and DCI Control Terminal. The incident will be documented and recorded to report date and time, Communications Operator discovering the incident, plus details of the incident and the reconciliation of the event. The recorded incident will then be submitted to the Operations Lieutenant via the Supervisor on Duty.
- O. Any electronic device using radio or voice data may be used to transmit CHRI when an officer determines that there is an immediate need for this information to further an investigation or there is a situation affecting the safety of an officer or the general public.
- P. A facsimile can be used to transmit CHRI provided both agencies involved have an NCIC ORI authorized to receive criminal history information. The facsimile must meet the same security considerations for identification and authentication.

- Q. E-mail of FBI/CJIS data is not permitted.
- R. Adding or storing FBI/CJIS data in G Suite Google Drive is not permitted.

13.2.3 Adding and Removing Employee Access to NCIC / CJIS

- A. When a new employee enters NCIC training, his or her assigned field training officer will advise the TAC, or designee. The new employee will complete the “Log-On Activation/Deletion” request form available on the police department intranet.
- B. The “New Operator” information will be filled in. The new employee will read rules of behavior available on the police department intranet and the employee and TAC will sign the form and fax it to the DCI control terminal for activation.
- C. The DCI control terminal will teletype the new user’s unique ID, which will be given to the TAC.
- D. A new communication operator will use this ID, upon completion of the NCIC training given by the TAC or designee and satisfactory completion of the NCIC full user exam administered through the WCJIN intranet. The operators shall complete security awareness training within six (6) months of his or her date of hire.
- E. A new limited user employee will use his or her ID upon completion of the NCIC training given by the TAC or designee and the satisfactory completion of a NCIC limited user exam administered by the TAC. New limited user employees shall complete security awareness training within six (6) months of their date of hire.
- F. Bi-annually the CJIS rules of behavior/security awareness training will be reviewed, initialed and signed by all users and the TAC. This form will be retained in the information security book by the TAC for audit purposes.
- G. Upon separation of an employee from the department, the TAC will print out the “Logon Activation/Deletion” request form and fill in the information for removal of the operator and fax it to the DCI control terminal.
- H. Upon separation from the department the CJIS security debriefing form will be provided to the employee by the TAC or designee to ensure department employees are apprised of the fact that FBI CJIS information accessed during the course of his or her employment remains sensitive and subject to CJIS security policy. Further, the dissemination of sensitive information could subject the employee to civil and criminal penalties should the information be disseminated without proper authorization. The TAC will document delivery of the form to the employee upon separation in Spillman training files.

13.2.4 Computer System Level and User Level Passwords

Passwords shall:

- A. Be a minimum length of eight (8) characters on all systems
- B. Not be a dictionary word or proper name
- C. Not be the same as the UserID
- D. Expire within a maximum of 90 calendar days
- E. Not be identical to the previous ten (10) passwords
- F. Not be transmitted in the clear outside the secure location
- G. Not be displayed when entered
- H. A minimum of four (4) alpha characters will be used
- I. Two (2) of the alpha characters will need to be “UPPER CASE”
- J. Two (2) of the alpha characters will need to be “lower case”

- K. Use a minimum of two (2) digits (numbers)
- L. Use a maximum of one (1) repeated character
- M. Passwords, VPN's, Key Cards, (any information system authenticator) will have reasonable measures taken to safeguard them. No loaning or sharing of authenticators are permitted. Lost or compromised authenticators will immediately be reported to the IT Administrator or Systems Manager.

13.2.5 Event Logging in Spillman

- A. The following events in Spillman shall be logged
 - 1. Successful and Unsuccessful System log-on attempts
 - 2. Successful and Unsuccessful attempts to use"
 - a. Access permission on a user account, file, directory or other system resource
 - b. Create permission on a user account, file, directory or other system resource
 - c. Write permission on a user account, file, directory or other system resource
 - d. Delete permission on a user account, file, directory or other system resource
 - e. Change permission on a user account, file, directory or other system resource
 - 3. Successful and unsuccessful attempts to change account passwords
 - 4. Successful and unsuccessful actions by privileged accounts
 - 5. Successful and unsuccessful attempts for users to:
 - a. Access the audit log file
 - b. Modify the audit log file
 - c. Destroy the audit log file
- B. The following events will be logged with the applications of SYLOG and APLOGIN
- C. Logs will saved in a '.pdf' format on an external hard drive device and reviewed on a weekly basis by the Spillman SAA/SSA for a period of 4 years per the State of Wyoming Retention Schedule.

13.2.6 Event Logging in Google G Suite

- A. The following events in Google shall be logged
 - 1. Successful and Unsuccessful System log-on attempts
 - 2. Successful and Unsuccessful attempts to use"
 - a. Access permission on a user account, file, directory or other system resource
 - b. Create permission on a user account, file, directory or other system resource
 - c. Write permission on a user account, file, directory or other system resource
 - d. Delete permission on a user account, file, directory or other system resource
 - e. Change permission on a user account, file, directory or other system resource
 - 3. Successful and unsuccessful attempts to change account passwords
 - 4. Successful and unsuccessful actions by privileged accounts
 - 5. Successful and unsuccessful attempts for users to:
 - a. Access the audit log file
 - b. Modify the audit log file
 - c. Destroy the audit log file
- B. These events will be logged with the applications of G Suite Admin Console Reports
 - 1. Google Vault logs all information and data in Google G Suite
 - a. Google Vault Retention is set to never expire

C. Logs can be saved in a '.pdf' format on an external hard drive device. They are reviewed on a weekly basis by either the Sheridan Police Department Google G Suite Administrator, or the City of Sheridan Google G Suite Administrator. Physical copies made will be retained for a period of 4 years per the State of Wyoming Retention Schedule.

13.2.7 Virtual Escorting and Permitting Remote Access

- A. The following refers to computers, software, and databases that contain or have access to FBI NCIC/CJIS information:
1. Remote access shall be permitted for privileged functions only for compelling operational needs.
 2. Permitted remote access will be documented and will include basis for the access, date, time, the name of the monitor for the session and the process used for enabling remote access for the privileged functions for the remote access.
 3. Virtual escorting of privileged functions will be permitted only when all of the following conditions are met:
 - a. The session shall be monitored at all times by an authorized escort
 - b. The escort shall be familiar with the system/area in which work is being performed
 - c. The escort shall have the ability to end the session at any time
 - d. The remote administrative personnel connection shall be via an encrypted (FIPS 140-2 certified) path
 - e. The remote administrative personnel shall be identified prior to access and authenticated prior to or during the session.



Sheridan Police Department
Policies and Procedures
13.3 Replaces 301.4.9
Chapter 13 – Communications
Section 3 – NCIC Query & Validation

Date: January 1, 2013

Signature:

Revised: 01/13/2022, 03/11/2022, 07/07/2023

A handwritten signature in blue ink, appearing to read "Tom Kuhn".

The Sheridan Police Department recognizes the importance of National Crime Information Center (NCIC) information for investigative efforts. The department will comply with access requirements, validation and other procedures established by NCIC.

13.3.1 Information Requests

- A. Communications personnel will only process requests for information from and release information to authorized personnel. The following personnel are authorized:
 - 1. Sworn officers of the police department;
 - 2. Other law enforcement agencies with an NCIC issued ORI. To facilitate verification of an NCIC issued ORI, communications operators may utilize the TQ or QO mask.
 - a. Requests will be processed using sub-users/other agency ORI numbers in the appropriate field of the NCIC masks.
 - b. Sub-user agencies and names of authorized personnel shall be retained in the NCIC security awareness and training books used for verification.
- B. Criminal history information can only be requested to conduct an authorized criminal investigation or provide information to the prosecuting attorney, city court or other verified law enforcement agency. Police department employees are not authorized to use NCIC inquiries to obtain information for other persons or businesses.
- C. Criminal history data will only be released to authorized persons and data will be disseminated through teletype or in written form, unless an emergency situation exists, in which case the information can be transmitted by phone or by radio.
- D. Any unauthorized request or receipt of NCIC material may result in criminal prosecution or disciplinary action up to and including termination.
- E. Officers requesting NCIC information will do so in a timely manner. Officers should make "checks" while issuing citations, summons, or making arrests.
- F. Data stored in NCIC is confidential and should be treated accordingly. Teletype information should be attached to an incident report electronically. Paper teletype information attached to an incident report shall be shredded when the case is closed.

13.3.2 Procedures

- A. Only authorized and trained department personnel may operate a NCIC terminal.
- B. Sworn personnel will prepare NCIC entry forms and request that entries are made before the completion of their assigned shift, unless entry information cannot be verified. The officer assigned to the incident will locate information needed to complete entries as soon as possible.

- C. Communication operators will have their entries double checked for accuracy by a second party and notation of this will be made on the validation form attached to the front of the NCIC entry as well as stamped on the entry itself.
- D. Communication operators will follow NCIC procedures and guidelines when using the NCIC terminal. Communication operators will be familiar with NCIC operating and code manuals, the terminal agency coordinator manual and WYCJIS manual. Communication operators will follow protocols concerning NCIC entries, queries or confirming a positive NCIC hit.
- E. Under normal circumstances, communications personnel will immediately respond and correct error messages from the control terminal received on NCIC entries and re-submit the entry. When information is located indicating an entry is incorrect, the communication operator discovering the error will cancel the entry, or modify the entry with correct information.
- F. When a NCIC positive valid response (NCIC hit) or municipal warrant hit is obtained:
 - 1. The communications operator will write his or her name, the date and time, incident report number, how advised of the confirmation, and the name of the officer to whom the information was given on the corresponding record.
 - 2. All information will be forwarded to the records division to be retained in the case file until the case is closed.

13.3.3 Terminal Agency Coordinator (TAC) Job Responsibilities

- A. In accordance with state guidelines, the communications supervisor (patrol operations lieutenant) will designate a communications operator to perform the duties associated with the terminal agency coordinator operating manual.
- B. In addition to the duties outlined in the manual, the terminal agency coordinator will assure quality control measures are taken concerning NCIC entries. Specifically, the following functions will be performed to comply with second party checks for all NCIC entries:
 - 1. All data fields shall be checked for accuracy;
 - 2. Data shall be matched with data in the investigative report;
 - 3. Verification will be done to assure a complete case file is contained in the NCIC file;
 - 4. Verification will be done to assure all supporting documentation is contained with the NCIC file (i.e. - signed entry form for stolen vehicles);
 - 5. Verification will be done to assure the original NCIC entry and all error/update messages are present; and
 - 6. The reviewer shall initial, date, and fill out the validation form and attach it to the original NCIC entry/test.
- C. The TAC shall:
 - 1. Be responsible for ensuring compliance with NCIC and state policy and regulations including validation requirements.
 - 2. Be the primary contact between the state control terminal agency and the department, as well as sub-user agencies.
 - 3. Provide for initial NCIC, NLETS, WCJIN and security awareness training of police department personnel and sub-users.
 - 4. Provide for prescribed training for personnel within the department and all sub-user agencies.
 - 5. Maintain records of all training given and furnish these records to the state control terminal agency.
 - 6. Implement NCIC training to appropriate personnel.

7. Ensure that all personnel receive security awareness training and sign “Rules of Behavior” within six (6) months of hire or assignment.
8. Be responsible for validation of all records entered through department terminals.
9. Assist control terminal staff in biennial terminal audits.
10. Coordinate the signing of user agreements.
11. Establish written procedures for the department on terminal related issues.
12. Notify the control terminal agency of all new employees and the termination of an employee for any reason so that the license files may be kept current.
13. Cross train personnel to act as the second party check for terminal agency coordinator entries in the terminal agency coordinator’s absence.

13.3.4 NCIC Validation

- A. The purpose of the NCIC validation process is to ensure the accuracy of the information within the system and the necessity for the entry to be maintained.
- B. The state auto-generates a computerized listing of NCIC entries that require validation. Monthly, the TAC (or designee) will run a Query Validation List (QVAL) in order to obtain the list of entries requiring validation. In order to properly track and complete the validation process, the NCIC Entry/Validation Form will be used. The relevant validation section of the form must be completed by the TAC (or designee) and as needed the Special Operations Lieutenant (or designee) to ensure compliance.
- C. To properly validate an entry, the TAC will complete a test inquiry on each entry and thoroughly examine all original NCIC paperwork in dispatch files for that entry, verifying its accuracy and completeness. The TAC will ensure the validation checklist is completed in compliance with the TAC and NCIC manuals.
- D. Upon review, the TAC will determine if entries meet the following applicable criteria.
- E. Guns:
 - a. Over 10 years old
 - b. Not used in a crime
 - c. The current value is under \$1,000
 - d. No known suspect
- F. Vehicle:
 - a. Reached the NCIC fall-out time period
 - b. Not used in a felonious crime
 - c. The current Value under \$10,000
 - d. No known suspect
- G. Plates:
 - a. Reached the NCIC fall-out time period
 - b. Not on a stolen vehicle
 - c. Not actively being used by an unknown person
- H. Not actively being used by an unknown person
 - a. Reached the NCIC fall-out time period
 - b. Current Value under \$1,000
 - c. No known suspect
- I. If after review, all of the above applicable criteria are met, the TAC will cancel the entry based on Administrative Closing.

- J. If an entry only meets the age criteria, the entry may be submitted for a request for removal to the Special Operations Lieutenant. If the entry meets the NCIC fall-out period and at least one other criterion the entry will be allowed to fall out of NCIC per NCIC guidelines. The item will maintain the status as stolen in local files. This does not apply to firearm entries. All firearms entry removals must be approved by the Special Operations Lieutenant.
- K. If the department has lost contact with the victim/responsible person, the entry may be submitted for a request for removal to the Special Operations Lieutenant. Loss of contact is defined as two consecutive years of no contact with the victim; such as a validation letter not returned, a validation letter returned undeliverable, and no known valid contact information.
- L. If the entry is determined to need to be retained, the entry will first be validated in the NCIC system. Once the validation is complete, the TAC will attempt to contact the reporting party to confirm the entry should remain in NCIC. This can be done via telephone, letter, or email. Once the reporting party/victim confirms the entry is to remain in the system, that information will be documented in the validation section of the NCIC Entry/Validation Form.
- M. At the beginning of the calendar year NCIC auto-purges entries. The TAC will go through the list of entries no less than twice a year. The first time each year this will be done after Jan 15 and before Feb 28 in order to contain the files NCIC auto-purged. For files that have been purged and meet the above criteria, the entire entry with a cover letter containing the case number and instructions will be sent to the Special Operations Lieutenant who will determine if the entry should be maintained or closed. Files not to be reentered will be attached to the original Incident Report. A copy of the NCIC form, as well as the list of files validated, will be retained for one year.



Sheridan Police Department
Policies and Procedures
13.4
Chapter 13 – Communications
Section 4 – Municipal Warrants & Other Municipal Court Documents

Date: January 1, 2013
Revised: 11/16/2016, 01/13/2022

Signature:

Municipal warrants, and related court documents (orders to show cause and subpoenas) will be filed in the communications center. Warrants will be accessible to departmental personnel at all times.

13.4.1 Warrant Responsibilities

- A. Once a warrant is issued and signed by the Municipal Court judge, it will be delivered to the Communications Center at the Police Department with the following information as prepared by the Municipal Clerk of Court:
 1. Name of the defendant;
 2. Address of the defendant;
 3. Birth date of the defendant;
 4. Bond amount;
 5. Charge; and
 6. Date of issue.
- B. When the warrant is received by Communications, the file will be reviewed and the correct defendant identified through Spillman. Communications will run the driver's license record of the subject, which shall be checked to verify the name, date of birth, and social security number listed on the warrant as accurate. Missing information will be added. Sheridan Police Department and Sheridan County Sheriff's Office Spillman records will be checked. Communications will print out a contact page from Spillman on the subject to create the "contact sheet." The contact sheet will contain the following information:
 1. Type of document (warrant or order to show cause);
 2. Name of defendant;
 3. Birth date;
 4. Addresses from Spillman name files;
 5. Phone numbers from Spillman name files;
 6. Date issued;
 7. Bond amount if applicable; and
 8. Photo identification number if available.
- C. Once the warrant has been entered into Spillman by Communications and the contact sheet has been completed, the warrant will be filed alphabetically in the warrant file. The original warrant, plus two (2) copies of the warrant will be filed in each warrant file - the original warrant is to be returned to the respective court by the serving Police Officer, a copy is to be submitted to the Defendant, and a copy is to be submitted to Records after it has been scanned to the Spillman Law case. When an order to show cause is received, the same procedures will be followed if applicable.

- D. When an officer requests a warrant check and the Communication Operator locates a warrant in the CAD system, the Communication Operator will confirm that a warrant is present in the file and the type of warrant prior to advising the officer that there is a valid warrant.
- E. The Communication Operator shall advise the officer of the warrant's existence and confirm if it is the same subject they are in contact with by verifying name, date of birth and social security number.
- F. After notification that a warrant has been served the Communication Operator will remove the warrant from Spillman and then remove the copies of the warrant from the physical warrant file.

13.4.2 Warrant Service

- A. Patrol officers will serve Municipal Court warrants as their work load permits. An officer may contact the defendant by phone, requesting that they come to the police department or City Hall to post bond, or the officer may personally contact the defendant and arrest the person.
- B. After any warrant is served, the officer will notify Communications so that the warrant can be removed from Spillman. The original warrant and two copies will be removed from the physical file. The original warrant will be signed and returned to the respective court by the serving officer, a copy of the warrant will be given to the officer for service to the defendant, and the second copy will be scanned, attached to the Spillman Law case and then submitted to the Records Division.

13.4.3 Dismissing Warrants

- A. If a Municipal warrant is dismissed by the court, the Municipal Clerk of Court will send an email to the Communication's Center notifying the dispatchers on duty. It is then the responsibility of the dispatcher that has been notified to remove the warrant from Spillman and then pull the original warrant and its two copies from the physical file to be returned to Municipal Court with the emailed list of dismissals from the clerk.

13.4.4 Subpoenas

- A. Once a subpoena for a subject to appear in court is issued by the Municipal Court judge, the Municipal Clerk of Court shall create a second copy of the subpoena and attach it to the original. The copy shall be stamped as a "copy" and will be the copy for service to the subject being sought. Both copies will be forwarded to Communications, through routing, for service.
- B. Communications, upon receipt of a subpoena, will follow the same steps in the creation of a contact sheet, but will provide both copies of the subpoena, along with the contact sheet to the shift supervisor for assignment.
- C. Attempted service of subpoenas will also be documented on the contact sheet. Service for subpoenas shall be made in person and the person shall receive a physical copy of the subpoena. Attempts will be made to serve the subpoena up until the court date indicated on the document. Subpoenas that are not served will be returned to Municipal Court, along with a copy of the contact sheet.
- D. Subpoenas that are served will have the date and time of service documented on the return, and the original will be sent to Municipal Court.



Sheridan Police Department
Policies and Procedures
13.5
Chapter 13 – Communications
Section 5 – Emergency Notification System

Date: 08/16/2019
Revised: 10/02/2019 & 01/13/2022

Signature:

The communications center contains the ability to provide notification services to the community for a number of situations or incidents with the assistance of Alerting Services. This policy establishes guidelines for the operation and maintenance of the City of Sheridan's Alerting Services. Alerting Services may consist of both emergency and non-emergency messages delivered to the community through various platforms such as telephone, cellular telephone, email, text, radio interruption and both cable television and satellite television interruption.

13.5.1 Emergency Notifications

- A. Emergency Notifications shall utilize the Integrated Public Alert and Warning System, also known as IPAWS.
- B. IPAWS shall be used in emergency situations to notify the community in the City of Sheridan and Sheridan County of dangers to personal safety and the protection of property. Acceptable users for emergency notification may include, but are not limited to.
 1. Extreme Weather event (flood, fire, tornado, winter storm)
 2. Search and Rescue (missing person, kidnappings, Amber Alert, escaped fugitive)
 3. Man-Made Disaster (bomb threat, act or threat of terrorism, chemical spill, gas leak, HazMat emergency)
 4. Public Health related notification (drinking water contamination, boil water advisory)
 5. Public Safety Directed Evacuations.
 6. Major crime suspects in an area with potential of posing a threat to other residents.
 7. Any other events that poses a safety risk to a large number of residents or property.

13.5.2 Non-Emergency Notifications

- A. Alert Services may be used for non-emergency situations when mass notifications are convenient and necessary.
 1. Water being shut off in an area.
 2. Road closures
 3. Power outages
 4. Any other event that is an imposition but not a hazard or putting anyone or any property at risk.

13.5.3 System Description

- A. The City of Sheridan has implemented a rapid notification response system for Alerting Services to the public. Currently, the Alerting Services used by the City of Sheridan is CodeRED, though the City reserves the right to change systems in the future.
- B. The CodeRED Notification Service allows for the use of Reverse 911 technology, calling known land lines in a targeted area. In addition, the public can register with CodeRED to add additional contact information to the database, including landlines and cell phone numbers, as well as email addresses to enable calls, texts, and email alerts.
- C. CodeRED is a web-based platform with full integration with IPAWS. Both emergency (IPAWS) and non-emergency (CodeRed) notifications operate within the single program.

13.5.4 Authorized Users and Emergency Service Coordinators

- A. Only trained and authorized Sheridan Police Department personnel shall have access to launch a message through the CodeRED system.
 - 1. All communications technicians will be trained to send non-emergency messages on the CodeRED system.
 - 2. Any department employees authorized to launch emergency messages through IPAWS shall be required to take the necessary FEMA required trainings on-line.
- B. Patrol supervisors may authorize non-emergency messages.
- C. Emergency Service Coordinators must authorize any emergency (IPAWS) alerts.
- D. Emergency Service Coordinators are selected by the Chief of Police. The positions authorized by the Chief of Police as Emergency Service Coordinators are as follows.
 - a. Chief of Police
 - b. Captain
 - c. Patrol Operations Lieutenant
 - d. Special Operations Lieutenant
 - e. Administrative Services Manager

13.5.5 Activation Procedure Summary

- A. A request to activate any notification through CodeRED or IPAWS may be made by other City Departments, the Sheridan County Sheriff's Office, Sheridan Fire/Rescue, Sheridan County Emergency Management Coordinator, Sheridan County Fire Districts and other local and state or federal organization and/or emergency services.
 - 1. The Requesting Agency calls the Sheridan Police Department at 307-672-2413.
 - 2. The Requesting Agency requests an alert.
 - 3. The Sheridan Police Department Communications Technician collects and verifies the requestor's name, title, requesting agency name, contact information, and all appropriate details regarding the notification.
 - 4. The Duty Supervisor authorizes non-emergency notifications through CodeRED, or if the request is for an emergency notification, notifies one of the Emergency Service Coordinators, outlining the details of the request.

5. The Emergency Service Coordinator may authorize the launch of an emergency message through IPAWS.

13.5.6 System Testing

- A. System testing is crucial and must be done regularly to ensure that the system will operate when needed.
 1. Monthly proficiency tests for IPAWS are a requirement for accessibility to the program.
 2. Quarterly testing of CodeRED shall also be conducted to ensure viability of the program.
- B. The Patrol Operations Lieutenant shall designate a manager for the CodeRED and IPAWS system that conducts the monthly proficiency tests in IPAWS and quarterly CodeRED testing to the Emergency Service Coordinators.

13.5.7 Emergency Notification System Review

- A. Any use of IPAWS or CodeRED shall be reported to the Chief of Police. A review of the usage of either program will be conducted with the Emergency Service Coordinators to ensure policy compliance or make adjustments to the policies governing usage.
- B. As part of the review process, the department may also request the feedback of other public safety agency personnel or requesting entities.
- C. Should it be determined that changes to the policy and/or related procedures are necessary, this policy will be updated as needed.



Sheridan Police Department
Policies and Procedures
1.3

Chapter 1 – Department Manual and Written Directives
Section 3 – Drafting, Reviewing, & Revising

Date: January 1, 2013

Signature:

Updated: 8/27/2021

The chief of police chairs the command staff that regularly convenes to discuss matters of departmental activities at every level. The command staff is composed of the chief of police, the captain, lieutenants, sergeants, administrative manager and the administrative coordinator to the chief of police. Other key personnel may be requested to participate in meetings, at the chief's discretion, based on the individual's specific expertise and the nature of the discussion. Since the command staff regularly meets for the purposes of dissemination of information and to discuss departmental issues, these meetings will also serve as a forum to propose, create, evaluate and develop new directives, and to review existing directives according to a schedule, or as-needed.

1.3.1 Authority

The chief of police has the sole authority to issue or modify the contents of this manual.

1.3.2 New or Revised Directives

When the command staff establishes the need for a new directive or revision, the need will be communicated to the person or group assigned to draft it.

- A. The person(s) assigned may consult with subject-matter experts, use legal research materials, and solicit input from key individuals, for the purpose of gathering necessary information to create the draft within specified guidelines.
- B. The person(s) assigned will draft all directives in keeping with the requirements set forth by federal law, state statute, city ordinance, city policy, and in line with current law enforcement best practices.
- C. Directives shall be drafted with the following considerations:
 1. Determine the objective in performing tasks or activities covered by the directive;
 2. Identify the problems the employee is likely to encounter when making decisions to reach the objective;
 3. Ensure that the directive is positive, definitive, clear, and readily understood by all employees;
 4. Endeavor to address reasonably foreseeable conditions;
 5. Ensure that directives are compatible with the public interest, conform to the law, and are in accordance with established standards for law enforcement professionals;
 6. Terms Limiting Discretion - There are three (3) categories of terms used in written directives of the department. Personnel responsible for development of such directives and employees who carry them out shall be aware of the limitations on discretion that

these terms convey. These terms are classified as judgmental, discouraging, and prohibitive in nature:

- a. Judgmental: The word "may" is used to convey the utmost discretion to employees. "May" indicates that employees should employ their best judgment in addressing a situation by relying on experience, training, the stated mission and values of the department, and the general guidance provided in statements of department policy;
- b. Discouraging: The words "should" or "should not" are used to convey the department's desire for employee actions in given circumstances. Directives should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions can be anticipated. Employees are therefore authorized, whenever reasonable, to use discretion to deal effectively with the situation or problem;
- c. Prohibitive: The terms "shall" or "shall not" or "will" or "will not" impose requirements or prohibitions on employee actions. Considering that the full set of circumstances surrounding many situations confronted by employees cannot be fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary action. Where deemed appropriate, however, these terms may appear in department directives.

1.3.3 Suggesting Change

The written directive system used by the department provides direction to members in performance of their duties. This system is a continual process of revising and updating written directives. Therefore, any member who sees a need for a change or improvement in a written directive to reflect the best practices for accomplishing organizational activities is encouraged to submit the idea to the command staff through the chain of command.

1.3.4 Repealed on Review

1.3.5 Cancelling Directives

- A. Directives may be cancelled by:
 1. Revisions in a newly issued directive; or
 2. A memorandum issued by the chief specifically cancelling a directive.
- B. Until such time as new directives are issued by a current chief of police, all previously issued written directives will remain in effect.



Sheridan Police Department
Policies and Procedures
14.1 Replaces 303.1
Chapter 14 – Records
Section 1 – Function & Operations

Date: January 1, 2013
Revised: 01/12/2022

Signature:

The records division is a component of the administrative bureau and is responsible for the records management function including retention, maintenance, and dissemination of police records produced by department employees for law enforcement purposes.

14.1.1 General Function

- A. The functions of the records division includes:
 - 1. Assist officers in producing original reports.
 - 2. Maintenance of records in an orderly and useful fashion through filing techniques, document imaging, computer entry of data, etc.
 - 3. Implementing controls to assure each report and citation is turned in to the records division;
 - 4. Security and proper dissemination of records; and
 - 5. Distribution of data to appropriate department components.
- B. Administrative bureau personnel maintain an automated computer records system and enter all offense and arrest report information into this system. Inquiries and/or reports may then be generated from the system including, but not limited to:
 - 1. Master name index:
 - a. Complainants;
 - b. Victims;
 - c. Suspects;
 - d. Persons arrested; and
 - e. Witnesses.
 - 2. Index of incidents/calls for service by location and type.
- C. Original records or other documentation shall not be removed from the records area except upon order of a court or the chief of police. Copies may be made for investigative, court or other purposes.

14.1.2 Juvenile Records

- A. Any court ordered expungement shall be complied with in accordance with Wyoming Statute 14-6-241 and Wyoming Statute 14-6-440.
- B. Juvenile records shall only be disseminated to authorized persons or as established in section 14.4.5.
- C. Records of individuals successfully completing the juvenile diversion program shall be flagged and that record shall not be released to any public inquiries.

14.1.3 National Incident-Based Reporting System (NIBRS)

- A. The administrative bureau will submit crime data for the National Incident-Based Reporting System (NIBRS) database on a monthly basis.
- B. Data is gathered by reviewing, classifying, and coding offense and arrest reports according to NIBRS guidelines.
- C. To ensure that information is collected for – NIBRS purposes, officers will complete and submit the appropriate report in accordance with sections 14.2.3 and 14.2.4.
- D. Supervisors shall review all reports to ensure that the reports are classified correctly and the contents of the reports contain the necessary information for NIBRS reporting.

14.1.4 Record Security

- A. In addition to physical restrictions to record access (see section 26.5.1.D), access to information stored in the electronic records management system is controlled by City of Sheridan administrative policies 4.1 through 4.17.
- B. Security of the department information systems is a high priority. Any actions that may compromise this security will be treated as a serious violation.
- C. Network security shall be monitored and enforced by the police department administration, the city information technology manager, and through personal responsibility of the individual user. See City of Sheridan handbook.

14.1.5 Citations

- A. Obtaining Citations
 - 1. The Sheridan Police Department shall strive to maintain strict accountability for all citation/complaint forms used by its personnel.
 - 2. All citation books shall be stored in a secure cabinet in the patrol section until they are issued. The key for the cabinet is stored in the KeyPer system.
 - 3. Patrol supervisors are responsible for maintaining and issuing new citation books. Each time a citation book is issued, the citation control log will be completed. Information shall include the officer's name; date of issue; and the beginning and ending citation numbers. Officers receiving a citation book shall be required to sign the log as a receipt as required in Wyoming Statute 31-5-1210.
 - 4. Patrol supervisors shall notify the administrative bureau when additional citations need to be ordered from the state.
- B. Record Keeping
 - 1. Completed written citations will be turned in by the end of the shift to the shift supervisor.
 - 2. Following shift supervisor approval, all completed citations shall be submitted to the proper court and the records division for processing and storage.
 - 3. Administrative Bureau personnel will log citation dispositions when they become available.
- C. Voiding Citations
 - 1. On occasion, there may be a need for employees to void citations due to an error.
 - 2. If an error was made while writing a citation and the defendant has not been given his or her copy, the citation may be administratively voided. The procedures for voiding citations are as follows:
 - a. The issuing officer must write "VOID" across the citation.

- b. The issuing officer shall provide a written memorandum explaining the error made and indicate the control number of the citation issued in its place or that no citation was issued in its place. The citation and the memorandum will be endorsed by the officer's first line supervisor.
 - c. Once approved the citation and the memorandum will be forwarded to the records division.
 - d. Administrative Bureau personnel will enter the citation on the control log and file the memorandum and citation.
3. If an error was made while writing a citation and the citation has been delivered to the court, the citation must follow normal procedure and be disposed of in open court. It may not be voided. A motion to amend shall be sought through the appropriate prosecuting attorney.

D. Accounting

1. Wyoming Statute 31-5-1211(d) requires officers to return a copy of every traffic citation issued to an alleged violator and all copies of every traffic citation which has been spoiled or upon which any entry has been made and not issued to an alleged violator.
2. All issued citations shall be accounted for in the department computer records system and all other citations shall be accounted for in the control log.
3. To ensure that all citation books are fully accounted for, administrative bureau personnel shall conduct audits.
4. When personnel resign or are terminated, all citation books in their possession shall be returned to the administrative bureau.
5. Lost or stolen citations shall be immediately reported to the officer's supervisor.

14.1.6 Records Maintained Outside of the Records Section

The following files are authorized to be kept away from the general records division area:

- A. Administrative files;
- B. Internal affairs files;
- C. Training files;
- D. Personnel files;
- E. Confidential informant files.



Sheridan Police Department
Policies and Procedures
14.2 Replaces 303.2
Chapter 14 – Records
Section 2 – Reporting

Date: January 8, 2018
Revised: 01/12/2022, 05/13/2022

Signature:

A handwritten signature in blue ink, appearing to read "Tom Kuhn".

Written reports provide documentation of police activity and an accurate flow of information that is essential to the department's operation. Officers have an ethical responsibility to report the complete and accurate truth. Report uses include: preparation of charging documents, refreshing memory for courtroom testimony, statistical analysis and planning, crime reporting, and conducting follow-up investigations.

14.2.1 General Information

- A. Every assignment shall be completed in its entirety and the actions taken and information received shall be documented.
- B. Employees will complete all required reports and forms in a truthful, accurate, legible manner.
 - 1. No employee shall knowingly make any false, fraudulent or misleading statement in any report prepared or produced by this department.
 - 2. No employee shall knowingly exclude any information which by its omission would be misleading or fraudulent. Further, no pertinent information shall be omitted with the intent of avoiding follow-up investigation.
- C. Employees will not communicate, relay or release any official department information to any person which would in any way hamper or compromise the department's operations or investigations.
- D. No employee shall advise, counsel, order, or otherwise dissuade any other employee from making a lawful or proper report, whether on criminal or disciplinary matters.
- E. Employees of the department shall not remove any official records of the department, except as authorized by the chief of police or under due process of law.
- F. All reports will be completed in a timely manner. Officers should complete and submit reports prior to the end of their assigned shift. Officers shall, at a minimum, complete a narrative synopsis and case summary, arrest reports and affidavits, property reports and the involvement section prior to the end of the shift. Any exceptions must be approved by the shift supervisor.
- G. All crash reports will be completed prior to the end of work cycle before going on scheduled days off. Any exceptions must be approved by the shift supervisor.

14.2.2 Initiating an Incident Report

- A. Official records shall be prepared and maintained to document every reported police activity, whether originated by a citizen or department member.
- B. Employees shall prepare documentation for the following categories of incidents, if they were alleged to occur in Sheridan:
 - 1. Reports of crimes;

- 2. Complaints of non-criminal activities requiring police action;
 - 3. When assistance (except clerical information) is rendered to another law enforcement or related agency (i.e. probation and parole, emergency medical services, or fire department);
 - 4. Cases initiated by department personnel;
 - 5. Incidents involving arrests, citations, or summonses;
 - 6. Incidents of a suspicious nature;
 - 7. Any other incidents as directed by a supervisor.
- C. This documentation of police activity may be in the form of a completed incident report, citation, or computer aided dispatch entry.
- D. A supervisor should be consulted when there is doubt about the necessity of a written report.
- E. Case numbering is computer generated and runs sequentially from the start of the calendar year based on when the call is received. Each number is unique.
- F. All reports and records maintained to document police activity will contain, at a minimum, the following information - if accessible:
- 1. Date and time of initial reporting;
 - 2. Name of parties involved (complainant, victim, suspect, or witness);
 - 3. Nature of the incident;
 - 4. Nature, date, and time of action taken by personnel;
 - 5. Case status.

14.2.3 Incident Reports

- A. All reports shall be completed electronically using the Spillman system.
- B. All additional documents and forms will be attached to a cover sheet and placed in the designated basket for scanning and attachment to the case.
- C. Reports will be completed in the following report protocol writing standards:
 - 1. Fields on the face page will be reviewed for accuracy and completeness.
 - 2. Involvements - Files created according to set Spillman Standards for each table need to be tied to case reports. This is done in this section:
 - A. Name Files:
 - 1. Name files must be attached when a person is mentioned in the narrative section. The name file of a business or organization must be attached if the business or organization is the owner of damaged property or the victim of a crime. The name file of liquor license holders should also be attached to cases where the establishment is the location of a criminal offense, the serving location, or otherwise connected to an incident which should be known by the licensing authority. The following information is needed for Name Files:
 - a. Name: Last, First, Middle;
 - b. Complete current address, including apartment/unit number, city, state and zip code.
 - c. Phone number(s)
 - d. Date of birth
 - e. Race, gender and ethnicity

- f. Height and weight
 - g. Alias or nicknames.
2. Name files are tied to cases in involvements and the relationship to the incident report is noted. The following are the preferred relationships to be used:
- a. Offender
 - b. Suspect
 - c. Victim
 - d. Driver
 - e. Passenger
 - f. Witness
 - g. Owner
 - h. Location
 - i. Serving Bar
 - j. Mentioned
 - k. Contact
 - l. Subject
 - m. Parent
3. When dispatch enters a complainant that name file is automatically tied to the case. If that person is later contacted by an officer and determined to have a further relationship to the incident, that name file shall be attached again and that relationship stated so as to make the relationship clear. For example, a man calls in and reports vandalism to a vehicle. He will be listed as a complaint and then a second time as a victim.
4. If the name file represents a juvenile, this fact should be listed in the relationship field by adding a slash and juvenile to the end of the given relationship field (Victim/Juvenile).
5. Business/Government name files should be used for all DFS employees, school employees, law enforcement employees etc only if the person's involvement is pertaining to their profession.
6. Related Incident Reports
- a. Other reports shall be listed in the involvements when two separate cases are tied together or the other report is mentioned in the narrative.
 - b. Incident reports shall be listed as mentioned in the relationship field.

D. Property

1. Property files shall be attached for lost property, stolen items, damaged or vandalized items, seized drugs, seized paraphernalia and seized counterfeit currency/documents. Property files shall not be attached for items that are solely evidence. All known information and an estimated value should be entered in the property file.
2. For file management purposes; property file numbers will not be attached/entered into the evidence file.

3. Property files of multiple items should be consolidated by item type. Seized drugs from the same suspect, same drug type and same means of measurement will be consolidated to one entry. Damaged property will be consolidated in the same manner by victim and type (tools, merchandise for sale, etc.)
4. Property relationship in involvements shall be listed as:
 - a. Stolen
 - b. Damaged
 - c. Seized
 - d. Lost
 - e. Recovered
5. When vehicles are damaged as part of a criminal or malicious act the vehicle will be listed as "Damaged Vehicle", and the specific damaged part (i.e. door, fender, headlight, etc....) will be entered as "Damaged Property."
6. When property is damaged by Law Enforcement (i.e. making entry to check welfare) the property will be entered into the property table for documentation purposes.

E. Vehicle

1. Vehicle files shall be attached for crash reports, traffic offenses, property damage, theft from vehicle or any incident where the vehicle is relevant to the case and its identification should be clear and easily understood.
2. Vehicles shall be listed as:
 - a. Vehicle
 - b. Stolen
 - c. Damaged
 - d. Recovered
 - e. Suspect Vehicle
 - f. Victim Vehicle

14.2.4 Report Content and Writing Protocol

A. General Rules

1. Narratives will be written in the past tense
2. Narratives will be written from the first-person perspective
3. Narratives will be written with an emphasis on being concise and clear.
4. Narratives should be written with end users in mind and so convey the needed information: for other officers to understand what happened to take future action and be knowledgeable of the incident, for prosecutors to prove the elements of the crime and prepare for trial, for the public and press to understand and see what actions officers took and why.

B. Face Page Completion

1. Incident Number

- A. This field contains a system generated reference number. The field should not be modified.
2. Nature
 - A. The nature is used by those reading reports to create a context for the information contained within the report. Further, the nature is used by as a reference point in mapping software used by the Department as well as a reference point for involvement records and data summaries. The nature is first chosen by the dispatcher or call taker who entered the call in the system. When completing the report, officers should consider the nature as the title of the case and modify it if it does not accurately reflect the content of the case. For example, when responding to a suspicious person call, officers locate the subject and during the interaction cite the subject for possession of marijuana. The case title should be modified from "Suspicious Person" to "Drug/Poss." The one exception to this would be DUI-REDDI natures, which should remain, regardless of the outcome of the investigation.
3. Case Number
 - A. The case number should be left blank. Spillman Software includes this field for agencies that use a separate case number for tracking purposes, such as detectives working a string of arsons. The Sheridan Police Department does not create case numbers and so this field should not be used. In the past, connected incident report numbers have been placed in this field. That is inaccurate as those are incident and not case numbers. Additionally, other connected cases can and should be added to the involvements screen of the report. Adding incidents to the involvement screen allows users to click directly to the related case, instead of copying a number and then re-entering it in another field on a search screen.
4. Image
 - A. This field should be blank
5. Address
 - A. The address shows the location of the incident. This field is initially entered by a dispatcher or call taker. When completed the incident report, officers should look at the address entered and ensure it is accurate, if not, officers should modify it. Other than traffic crashes, which might have an address of occurrence that is an intersection, the address should be a block number and a street or a specific street address. If the address needs to be clarified, such as an apartment number, this information must be added after a semicolon that separates the additional information from the main address.
6. Area
 - A. The area field is generally automatically filled based on the geocode for the entered street address. Officers should review the area field and see that it matches the correct address divisions in the designated PO area. If the location is outside of the

City of Sheridan, the area field will not be relevant and most likely should be left blank.

7. City, State, Zip

- A. Officers should ensure that these fields are accurate and that they correspond with the location shown in the address field.

8. Contact

- A. Dispatchers and call takers use this field to indicate a point of contact for responding officers. When completing the report, generally there is no need for officers to fill or modify this field.

9. Complainant

- A. This field links to a name file. The listed file should reflect the person or entity that reported the incident. If the caller wishes to remain “anonymous”, the complainant field shall be left blank. No businesses or on duty officers will be entered as the complainant. In these instances, the field should be left blank. The business shall be entered into involvements.

10. Offense

- A. Officers should enter the relevant offenses. Listing the most serious offense first. The officer should list every violation that they observed during an incident.

11. Observed

- A. Officers should enter a code in this field; generally, it will match the first listed code in the offense section.

12. Circumstances

- A. This field is included to aid the department in incident tracking. Officers must list a location or LT code first in this field. Every incident must include this code. Other codes must be included depending on the details of the incident. These codes are: Alcohol use adult or juvenile must be included if applicable. Arrest-Custodial must be included whenever an incident includes a custodial arrest. Arrest-Non-custodial must be included when a citation is issued, this includes traffic citations. Drug Use Adult and Drug Use Juvenile must be included if applicable. The file code must be included if any documents have been scanned and attached to the case. Juvenile involvement must be included if a juvenile is named in the report. Alcohol and Tobacco Sting codes should be used if a sting operation generated the incident. The JAMAR code should be used if the incident documents a traffic study using the JAMAR device. The Veripic code must be used if pictures have been added to the Veripic system in connection with the incident. DEER shall be used on all calls involving deer in the City Limits.

13. Responding Officers

- A. This field records Officers involved with the incident. This field will generally be auto-filled based on the CAD entries made in communications. Officers should check to make sure that all assisting officers are entered.

14. Responsible Officer
 - A. The officer completing the report and who is responsible for the content should be listed here. Again, this field will typically be auto-filled.
 15. Agency
 - A. Should read "SPD."
 16. Received By
 - A. Here should be listed the name of the person who initially received the call for the department. Typically, this field will already be completed and will list a dispatcher. Officers should not need to edit this field.
 17. Last Radio Log
 - A. This field auto-fills from CAD. The time listed here is the last entry in the radio log connected to this case.
 18. How Received
 - A. This field should be changed in dispatch to reflect how calls are received. Officers shall review this field to ensure its accuracy.
 19. Clearance
 - A. Officers need to enter the most accurate clearance code. Codes consist of a letter and a number. The letters used are A for a custodial arrest. C for criminal citation issued. I for a traffic citation issued. R for a report completed, but no arrests or citations issued. R should be used for all non-criminal reports. The number represents a class of crime or report. It is similar to the case title. Officers should choose the number that is most appropriate based on the designations of the numbers found in the drop down menu. Examples of a correct code are A53 for custodial arrest on a DWUI incident. R15 for an assault case sent to a prosecutor for review.
 20. When Reported
 - A. This field is auto-filled based on information provided by dispatch.
 21. Occurred Between
 - A. These two fields bracket the timeframe for when the incident most likely transpired. Officers should check to ensure the times are accurate.
- C. Narrative Protocol:
1. The report protocol format below is to be used on all incident reports, except Dog at Large Warning reports, which have a different template. No sections of the report protocol should be left blank. If the section does not apply to the current incident report officers should write "n/a." The fields should be completed on the line of the title item and responses should be tabbed over to align vertically. If completion of the field requires the listing of several items, these items should be organized in a numbered list, with each item on a new line.
 2. The Synopsis will include at a minimum one sentence that briefly describes the origination of the call, and a second sentence as to what action was taken. If a custodial arrest is made

the name, age, and City / State of the offender will be in the synopsis along with charges. The names of juveniles, involuntary mental holds, or those arrested for sexual assault and domestic violence, will not be listed in the synopsis.

3. Officers shall complete a case synopsis prior to the end of their shift.

D. Narrative Guidelines

1. When first mentioned in the narrative, a person will be referenced by their first and last name, subsequent uses shall use the first initial and last name (i.e. J. Doe).
2. When officers or other law enforcement or official personnel are mentioned they will be referenced by title and last name
3. When a narrative involves several people with the same last name the narrative will identify persons by both first and last name.
4. Pronouns should be used sparingly, if at all, and in most cases persons should be referenced by name.
5. Officers will not state personal opinions in their reports. They may state how they reasonably believe a crime was committed (or other conclusion), based on available facts and circumstances.
6. Certain significant events expose officers and the department to heightened liability. Reporting on those events requires the same increased care as was used to perform the task being reported on.
 - A. Accuracy, clarity and thoroughness are important
 - B. Sufficient preparation and time should be devoted to the report
7. Time/Location
 - A. Dates will be written in a six digit format, e.g. 01/01/15
 - B. Times will be written using the 24 hour clock, e.g. 1525 hrs
 - C. Addresses will be written with the complete number and street, e.g. 140 Gladstone St
 - D. It will be clear when events occurred, and when officers learned of events

8. Case Summary

- A. Narratives that are complex, involve multiple interviews, investigations over a period of time, or are greater than a few paragraphs in length shall include a brief summary at the beginning of the narrative. This summary should be included in all but the most routine of case reports. Officers shall include in the summary a brief explanation or outline of knowledge gained and actions taken. The summary should provide the reader with the framework of the entire report.

9. Headers

- A. Major portions of the narrative will be labeled with headers in all CAPS. For example:
 1. CASE SUMMARY
 2. INTRODUCTION
 3. SCENE SUMMARY
 4. WITNESS (JOHN DOE) STATEMENT

5. EVIDENCE SEIZED
6. SUSPECT (JOHN DAVID) STATEMENT

B. Sub Headers will be used for further organization and clarification when needed.

For example:

1. SCENE SUMMARY
 - a. FRONT YARD
 - b. LIVING ROOM

C. The use of headers will not be mandated for short reports. In general if a report is around 4 paragraphs in length and addresses a single issue, at a singular time, and has only two or three involvements, headers need not be used. If the report can be read and understood in a short brief reading, headers will not be mandated. When in doubt, headers should be used to organize the report

10. Introduction

- A. The first paragraph of a narrative will be brief and explain how the Officer came to be involved in the case. This paragraph should establish the date, time, and nature of how the police department became involved in the incident. For example:
 1. "On 1/1/1988 I was dispatched to 1234 Abc Street in reference to the report of a domestic dispute. I arrived on scene at 1432 hrs., along with Officer Smith."
 2. "On 1/1/1988 at approximately 2300 hrs. I was driving southbound at the 1900 block of South Sheridan Avenue when I observed a white pickup driving in front of me suddenly turn to the right and onto the sidewalk. I saw both right side tires go onto the sidewalk. I initiated a traffic stop."

11. Interview

- A. Every effort should be made to ensure interviews are recorded. Depending on the importance of the case, length of the interview, and likelihood of a trial, having the interview transcribed should be considered. The narrative will state if a recording and transcript exist.
- B. In order to make concise reports, and provide those reading reports an easy method to reference statements, interviews will be written out making it clear who is giving the statement, followed by a line-by-line summary of their statements. This format is encouraged to be used in documenting all interviews, and shall be used when the interview is recorded and part of a case used for prosecution or potential prosecution. For example:
 1. On 1/1/1988 at 2300 hrs. I spoke to John Doe in the police department lobby. I explained to John Doe that he was free to leave anytime he wanted and thanked him for choosing to come talk to me. See attached recording and written transcript of interview for full detail. John Doe told me essentially the following:
 2. He has lived with Jane Doe at 123 Abc Street for 3 years.

3. They have a 3 year old child together that lives with them.
4. He does remember the incident two nights ago (12/30/1987) when he and Jane Doe got into a fight.
5. He had been drinking alcohol throughout the day.
6. He believed he was “tipsy” but not drunk.
7. He remembers Jane Doe was upset over him not preparing their child’s dinner.
8. After watching Walker Texas Ranger on T.V. (1800 - 1900 hrs.) he had tried to go to bed.
9. Jane Doe stood in the doorway to their bedroom and told him he could not enter the bedroom.
10. This made him feel “angry”.
11. He remembers pushing her out of the way with his right hand.
12. He claims he does not remember her falling on the ground.
13. He said he does not remember seeing her nose bleed.
14. After moving her out of his way he went to his bed and went to sleep.

12. Alternatives to Full Narratives

- A. In limited situations, a complete recording of information will be done in another form and can be referenced in the narrative. Full report protocol will be adhered to; however, instead of writing the narrative the officer may simply write, “See attached XXXXX.”
- B. Routine cases of DWUI, and State Reportable Traffic Accidents would be the most common incidents where a full narrative would be redundant. A full narrative may still be necessary depending on the complexity of the case. Supervisor approval shall be required to complete reports in another format or template.

13. Referenced Material

- A. Any time a document, file, or recording is part of the S.P.D. file, it should be noted in the report when referenced. For example:
 1. The suspicious check was printed with blurred ink and showed an account number of ABC123 (see attached copy of check).
 2. The house where 5 year old Billy Doe lived was unkempt. Garbage was on the floor, moldy food was on the kitchen table, and animal feces was on the furniture (see attached pictures of residence).

14.2.5 Report Routing and Review

- A. After completing a report the officer will submit it through workflow for supervisor approval.
 1. If the report is of a serious nature, and is required for immediate court or investigative purposes, the reporting officer shall notify his supervisor when submitting the case for approval.

2. If a report is of a serious nature and is needed prior to the officer reviewing it, a draft copy may be used for investigative purposes, press releases, and to transfer information to related agencies. The administrative bureau staff will contact the supervisor on duty to review the report prior to releasing the information outside the department.
- B. Prior to the end of shift, the shift supervisor will ensure all reports in the supervisor's workflow are reviewed for completeness and accuracy and approved or returned for corrections.
 1. A supervisor will review every report submitted by an employee to determine that the preliminary investigation is satisfactory and that the narrative is clear and all-inclusive.
 2. A supervisor will ensure that all required reports are submitted.
- C. All case synopsis are reviewed by the captain or lieutenant and evaluated for content, classification, and case investigation.
- D. The shift supervisor shall review report attachments making certain that all information is neat, legible, accurate and complete.

14.2.6 Supplemental Reports

- A. When supplemental action is taken at another time or by another officer it will be detailed in a supplemental report. The supplement will be referenced and summarized in the narrative so the reader of the report will know what happened while reading the primary narrative. For example:

1. JANE DOE SECOND INTERVIEW:

On 1/1/2023 Officer Jones interviewed Jane Doe again. Jane Doe told Officer Jones essentially the same story she had told me the night of the incident; however, also admitted she (Jane Doe) had been drinking that night. See Officer Jones supplement for full detail.

2. EVIDENCE:

After I arrested John Doe, Officer Smith applied for and was granted a search warrant for Doe's residence. Smith found approximately 4 grams of methamphetamine and different drug paraphernalia in the house. See Officer Smith's supplement for full detail.

- B. Any case investigation that is not documented in the original report will be documented using a supplemental report, such as interviews with the suspect which are conducted after the original report is taken. The supplement synopsis should include the sequence number of the supplement and the officer's name.
- C. Officers should provide a short summary of previous events so the supplemental narrative can be understood in the correct context.
- D. Supplements should include the date and time the supplement was completed.
- E. Officers must indicate the case status. If the report is closed, the appropriate method must be indicated.
- F. All supplements will be submitted through workflow for supervisor approval. Upon approval, the supervisor will forward the supplement to records.

14.2.7 Case Disposition

A. Officers should indicate the status of incident reports using the standard case closure methods listed below:

1. Cleared by Arrest - when one or more persons are physically arrested or served with a charging document.
2. Cleared by Exception – In certain situations, elements beyond law enforcement's control prevent the arrest and formal charging of the offender. When this occurs, the case can be cleared exceptionally. The following four conditions must be met in order to clear an offense by exceptional means. The officer must have:
 - A. Identified the offender;
 - B. Gathered enough evidence to support an arrest, make a charge, and turn over the offender to the court for prosecution;
 - C. Identified the offender's exact location so that the suspect could be taken into custody immediately; and
 - D. Encountered a circumstance outside the control of law enforcement that prohibits the department from arresting, charging, and prosecuting the offender.

Examples of exceptional clearances include, but are not limited to, the death of the offender (suicide or justifiably killed by police or citizen); the victim's refusal to cooperate with the prosecution; and the denial of extradition because the offender committed a crime in another jurisdiction and is being prosecuted for that offense.

3. Cleared Suspended - when a crime has been established but all logical leads are exhausted and the case has not resulted in a final disposition.
4. Cleared Unfounded - when the investigation has determined that no crime has been committed.
5. Warrant/Case Inactive - when a warrant or charging document is issued, however, the suspect(s) have not been physically arrested or served, and the case is not being actively worked.

B. An explanation of the closure is required for each case. For example:

1. "No evidence, suspects, or witnesses have been identified. This case is closed administratively."
2. "With the arrest of Smith, this case is closed by arrest."
3. "No information to establish a crime has been found. This case is closed as unfounded."

14.2.8 Report Abbreviations

A. Abbreviations may be confusing and should be avoided except in cases where lack of space requires it (on some forms) or the abbreviation is common and well known.

14.2.9 Arrest Affidavits

A. In rare cases an arrest affidavit will contain sufficient information that can be "cut and pasted" into a narrative; however, generally the affidavit and report should serve two different purposes and should therefore be written differently. In general it will be discouraged for Officers to write over simplified report narratives, or overly complicated affidavits.

1. Should make it clear who the offender is.
2. Who the victim is.

3. What law was broke
4. What the elements to that law are - how they were met
5. Injuries or damages caused.
6. Emphasis on probable cause, not necessarily proving guilt beyond a reasonable doubt
7. Affidavits should allow Courts and Prosecutors to have a quick reference to pertinent facts
8. In cases of misdemeanor arrests, the reason an arrest was made in lieu of a citation.



Sheridan Police Department
Policies and Procedures
14.4 Replaces 303.1
Chapter 14 – Records
Section 4 – Record Release

Date: January 1, 2013
Revised: 01/12/2022

Signature:

The release of records is regulated by federal law, state statutes, court orders, National Crime Information Center and Wyoming Criminal Justice Information Network regulations and by this policy. Personnel shall treat all information they learn in the performance of their job in a confidential manner and shall not disperse such information to anyone not duly authorized to receive the information.

14.4.1 Wyoming Public Records Act

- A. The Wyoming Public Records Act (Wyoming Statute 16-4-201 to 16-4-205) establishes the rules of access to public records by persons in interest (the persons whom the records are about) and the public.
- B. Public records are defined as any record, in any form, made by any political subdivision of the state, including municipal police departments.
- C. The custodian of any public records shall allow any person the right of inspection of the records or any portion thereof unless:
 - 1. The inspection would be contrary to any state statute;
 - 2. The inspection would be contrary to any federal statute or regulation;
 - 3. The inspection is prohibited by rules promulgated by the supreme court or by the order of any court of record; or
 - 4. The inspection would be contrary to the public interest.
- D. When there is a right of access to public records the person requesting the records may request that copies, printouts, or photographs of the records be provided, and the custodian of those records should provide the copies for a reasonable fee set by the custodian. If the custodian does not have the equipment or facilities for copying the records the person who requests them is entitled to access for the purpose of copying. This must be done while the records are still in the custody and possession of the custodian of the records and at his or her direction.
- E. A person seeking public records does not have to give a reason or show a need for the information being sought.
- F. Fees or charges assessed by a custodian of a public record shall first be authorized by duly enacted or adopted statute, rule, resolution, ordinance, executive order or other like authority.
- G. The public records act grants jurisdiction over disputed questions of access to the district court. Should a member of the public seek access to denied records, he or she may apply to the court for an order to the custodian of the record to show cause why the custodian is not allowing access. The custodian of the records may also apply to the court for an order prohibiting access when the custodian of the records believes that "disclosure of the contents

of the records would do substantial injury to the public interest," even if access to the records is otherwise allowed under the act.

14.4.2 Public Records Disclosure

- A. The Wyoming Supreme Court has identified a constitutional right of access to public records. The Wyoming Public Records Act should be interpreted liberally in favor of disclosure. Department records shall be available to the public unless a legal prohibition to disclosure can be shown.
- B. The department has discretion to prohibit access to certain records on the ground that disclosure would be contrary to the public interest or constitute an unwarranted invasion of privacy.
- C. When withholding information from public disclosure, custodians must use their discretion on a selective basis, rather than through withdrawal of entire categories of records.
- D. If records are withheld, the records custodian has the burden to show:
 - 1. That the harm caused by disclosure is based in fact and not merely conjecture or speculation; and
 - 2. Public-interest protection outweighs the public policy which emphasizes disclosure.
- E. The department will protect the prosecutorial and investigatory process, but in doing this, will not carelessly withhold public information under the guise that it has prosecutorial or investigatory value when such is not the case.

14.4.3 Public Records Requests

- A. Requests for department records shall be made through the department website or records division during regular business hours.
- B. Upon receiving a request for access, department personnel will determine if the record is available and releasable. If available and releasable, the approximate cost to the requestor and the length of time it will take to accommodate the request will be provided.
- C. Persons requesting records shall complete a records release form and return the form with the appropriate fees.
- D. Requests for large records requiring significant staff time shall be provided at a time and in a manner that does not unreasonably interfere with other business of the department.
- E. Record requests shall clearly identify each record requested so the custodian can locate the record without extensive research.
- F. Continuing requests for documents not yet in existence shall not be considered.
- G. The department has no responsibility to compile information or create records that it has not already compiled or prepared in order to meet a public request. If the information will benefit the public interest and is readily available from the department's computer system it may be provided.
- H. Denials of public access may be oral, unless requested to be written.
- I. Redactions authorized in section 14.4.3 shall be made prior to release of the record and explained to the requestor.
- J. An individual has the right to inspect all criminal history record information located within Wyoming that refers to him or her. Wyoming Statute 7-19-109(a).
 - 1. If contact/criminal history information is requested by someone other than the parent of a minor child or the information is not that of the requestor, a copy of the records

- release form will be sent to the last known address of the person whose records are being requested except for criminal justice agencies.
2. Suspect and arrest information shall be redacted from the jacket/contact sheet prior to release to the general public.
 3. Contacts and criminal history from the police department records system may be released to a third party if they present a notarized document authorizing the release by the person whose records are being requested.
- K. Records will not be released over the phone except to other criminal justice agencies. Records personnel may mail, email or fax the form to the requestor. Criminal justice agencies are those agencies for the administration of criminal justice including the courts, government agencies which administer criminal justice activities under statute or executive order. It does not include private security, private investigators, or businesses for profit or governmental agencies that do not administer criminal justice activities. No fees will be charged to other criminal justice agencies.
- L. Records staff may release complete jacket/contact information to the Department of Defense Investigative Service and other agencies listed in 5 USC 9101.
- M. Records release form requests shall be maintained for 4 years.

14.4.4 Information Not Releasable

- A. The following information should not be released by the department due to statutory restrictions:
1. The identity of victims of sexual related crimes or information reasonably likely to disclose their identities prior to filing an information or indictment. Wyoming Statute 6-2-319 and 6-4-402.
 2. The identity of a suspect of a sexual related crime prior to filing an information or indictment. Wyoming Statute 6-2-319.
 3. Sexual assault victim medical examination information and reports pursuant to Wyoming Statute 6-2-309(m).
 4. Records related to child abuse and neglect, juvenile justice, and child in need of supervision cases, including but not limited to records of the multidisciplinary team, pursuant to Wyoming Statutes 14-3-427(g), 14-3-437, 14-3-439, 14-6-203(g) and (j), 14-6-227(g), 14-6-240, and
 5. All records concerning reports and investigations of vulnerable adult abuse, neglect, exploitation, abandonment, or self-neglect as defined in W. S. 6-2-507 are confidential except central registry records for employee and volunteer screening purposes as provided by W. S. 35-20-116. See Wyoming Statute 35-20-112.
 6. Medical, psychological, or sociological data on individual persons. Wyoming Statute 16-4-203(d)(i).
 7. Adoption records or welfare records on individual persons. Wyoming Statute 16-4-203(d)(ii).
 8. Personnel files excluding terms and conditions of employment. Wyoming Statute 16-4-203(d)(iii).
 9. Trade secrets, financial data furnished by or obtained from any person. Wyoming Statute 16-4-203(d)(v).
 10. Hospital records relating to medical administration, medical care and other medical information. Wyoming Statute 16-4-203(d)(vii).

11. School records relating to students and their families. Wyoming Statute 16-4-203(d)(viii).
 12. Information obtained through E911 emergency telephone system except to persons in interest. Wyoming Statute 16-4-203(d)(x).
 13. Records or information compiled solely for purposes of investigating violations of, and enforcing, internal personnel rules or personnel policies the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. Wyoming Statute 16-4-203(d)(xi).
 14. Domestic violence protection order petitioners' and their children's identifying information pursuant to Wyoming Statute 35-21-105(e).
 15. Information presented to a grand jury pursuant to Wyoming Statute 7-5-207, 7-5-208, and 7-5-308.
 16. Involuntary commitment records pursuant to Wyoming Statute 25-10-122.
 17. Crime victim's compensation application pursuant to Wyoming Statute 1-40-107(d).
 18. Criminal history record information pursuant to Wyoming Statute 7-19-106.
 19. Sex offender registration information pursuant to Wyoming Statute 7-19-303(b) except that made public through the public registry.
 20. Administrative subpoena information regarding child exploitation investigations pursuant to Wyoming Statute 9-1-640(j).
 21. Open investigation information, unless authorized by the investigating officer or higher-ranking official. Wyoming Statute 16-4-203(b)(i).
- B. Although the Freedom of Information Act (5 U.S.C 522) does not specifically apply to municipalities, it may be used in order to provide some guidance regarding content that may be redacted including records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information:
1. Could reasonably be expected to interfere with enforcement proceedings;
 2. Would deprive a person of a right to a fair trial or an impartial adjudication or give one party to a controversial issue an unfair advantage by exclusive access to such information;
 3. Could reasonably be expected to disclose the identity of a confidential source, which furnished information on a confidential basis;
 4. Would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law; or
 5. Could reasonably be expected to endanger the life or physical safety of any individual.
- C. The following information will not be released by the department due to rules promulgated by the supreme court:
1. Social security numbers, names of minor children, month and day of birth (year may be given), and financial account numbers. Court rules governing redactions, Rule #1.
 2. Search warrant applications and affidavits until served and returned, pursuant to W.R.Cr.P. 41(i).
 3. Records sealed by any court.
- D. The following information will not be released by the department due to rules of NCIC and WCJIN:

1. Criminal history information obtained from other law enforcement agencies, justice agencies, or justice agency databases.
 2. All requests for information should be referred to the agency of record.
- E. The release of the following information may be contrary to public interest. An examination must be made weighing the public's right to know against an individual's privacy interests.
 1. The existence or contents of any confession, admission, or statements of the accused without approval of the prosecuting attorney prior to trial.
 2. The identity of actual or prospective witnesses or informants to crimes.
 3. Specific information concerning the planning of raids or other specific enforcement efforts.
 4. Information which, if prematurely released, may interfere with the investigation or apprehension, such as the nature of leads, specifics of a method of operation, details of a crime known only to the perpetrator and the police, or information which may cause the suspect to flee or more effectively avoid apprehension.
 5. The identity of any critically injured or deceased person before the notification of next of kin.

14.4.5 Juvenile Records

- A. Criminal offenses - Juvenile's names, addresses, or other distinctly unique information, which would serve to identify the juvenile shall not be released except for routine traffic offenses in municipal court.
- B. Age, sex, and details of the offense are releasable when requested



Sheridan Police Department
Policies and Procedures
14.5 Replaces 303.3
Chapter 14 – Records
Section 5 – Record Retention

Date: January 1, 2013
Reviewed: 01/12/2022

Signature:

The Sheridan Police Department will maintain and keep secure records necessary for the fulfillment of the department's public safety mission and as required by law.

14.5.1 Record Retention

- A. Public records are defined by Wyoming Statute 9-2-401(a)(v) and 16-4-201(a)(v) as the original and all copies of any correspondence, photos, forms, books, electronic records, etc., or other documents regardless of physical form, which have been made or received in transacting public business by a political subdivision.
- B. Wyoming Statute 9-2-410 establishes that all public records are the property of the State of Wyoming. The State of Wyoming Archives Division has created record retention schedules as guidelines for how long public records must be maintained. Record retention schedules are available from: <http://wyoarchives.state.wy.us/Retention/Municipalities.asp>.
- C. No records maintained by the department may be destroyed without the permission of the chief of police. Permission shall be requested in writing. Such requests will specifically list:
 - 1. The records to be destroyed;
 - 2. The time periods covered by the records;
 - 3. Whether or not any known litigation is or may be pending connected to incidents covered by the records; and
 - 4. Retention schedule requirements.
- D. Prior to destruction, department personnel shall be asked if they know of any cases to be retained other than those required by law.
- E. Records authorized for destruction will be rendered unreadable by a method determined to be efficient and effective such as shredding or burning.



Sheridan Police Department
Policies and Procedures
14.6
Chapter 14 – Records
Section 6 – Imaging

Date: January 1, 2013
Reviewed: 01/12/2022

Signature:

A handwritten signature in blue ink, appearing to read "T. K. Miller".

The Sheridan Police Department will convert report attachments to digital images for inclusion in the records management software.

14.6.1 Record Imaging

- A. Dispatch and the administrative bureau will be responsible for scanning and indexing incident report documents into the Spillman records management software.
- B. Dispatch will scan and index the documents attached to the incident report upon receiving them into the scanning basket located outside the dispatch window. Upon completing the indexing and scanning, dispatch will place the records in the appropriate basket. Administrative personnel will immediately view the scanned materials for completeness and or errors.
- C. Whenever possible, documents should be scanned in batch mode so that multiples can be scanned at once reducing scanning and indexing time.
- D. The following is a list of documents to be scanned and directions as to how the paper document is to be disposed. This is not an all-inclusive list. All the different types of documents that may be attached to a case cannot be predicted. Any questions about materials should be directed to the records supervisor.

Crash - *file*

Alcohol influence report forms – *file*

Waiver of rights - *file*

30-Day temporary form – original to state - *file*

Notice of suspension – original to state - *file*

DUI officer signed statement- original to state - *file*

Affidavit of probable cause – original to appropriate court- *destroy*

DUI check list - *file*

Booking sheet/Mug shot/Release information form/Fingerprints - *file*

Citations – *file*

Vehicle impound sheet – *file*

State abandoned vehicle form – original to sheriff's office - *file*

Juvenile information form – original to county attorney - *file*

N.C.I.C. forms for stolen property and missing persons - *file*

Voluntary statement - *file*

Bad check form packet - *file*

Affidavit of forgery - *file*

Evidence Sheet - *file*

Evidence disposition form - *file*
Drug field test form - *file*
Photographs (35 MM, Polaroid's, negatives) – *file*
Teletype's - *destroy*
Original checks - *file*
Officer notes - *destroy*
County warrants – *file*
Search warrant return & receipts – *destroy*
Driver history information – *file*
Case management sheet – *destroy*
Crime lab request letters – *destroy*
Crime lab identification report – *file*
Autopsy report – *file*
Medical records – *file*
Reports from other jurisdictions - *file*
Pawn shop ticket – *do not image, file*



Sheridan Police Department
Policies and Procedures
1.4 Replaces 102.2
Chapter 1 – Department Manual and Written Directives
Section 4 – Other Directives/Communication

Date: January 1, 2013
Updated: 8/27/2021

Signature:

Some directives and other forms of written communications regarding department operation are not appropriate for inclusion in the manual because of their temporary nature or specific application.

1.4.1 Non-Manual Directives

A. Special Orders

Special orders are issued to announce policy or procedures concerning a specific circumstance or event, or policy or procedure which is temporary or self-canceling. The following are examples of proper subjects of special orders:

1. Specific instructions to accomplish a particular objective which, once accomplished, will need no continuing instructions. Examples:
 - a. Assignment of police vehicles;
 - b. Assignment of working hours for a special detail.
2. Temporary procedures that relate to a special occurrence or event which is of a temporary or short-term nature. Examples:
 - a. Instructions for the deployment of man power to a particular public gathering (such as a parade); including the assignment of individual duties;
 - b. Assignment of and special instructions for personnel in training programs, firearms qualifications, etc.

B. Training Bulletins/Legal Bulletins

This category includes specific instructional and training material including:

1. Training Bulletins. Training bulletins are directives that are periodically issued to guide and instruct all or some members of the department on matters of importance.
2. Legal Bulletins. Legal bulletins are directives that are periodically issued to inform and instruct all or some members regarding laws, court decisions and matters of importance to the police department.

C. Memoranda

Memoranda may be issued for the following purposes:

1. To disseminate information or instructions which do not merit a formal order;
2. To direct the actions of subordinates in specific situations or circumstances. Such directions shall not deviate from or conflict with established directives as issued by higher authority;
3. To explain or re-emphasize portions of previously issued orders; or,
4. To disseminate any other information regarding matters of interest to members of the department.

1.4.2 Issuing Authorities

- A. Special orders are issued by the chief of police, captain or the lieutenants, with prior approval of the chief of police.
- B. Training bulletins, legal bulletins and other instructional materials are issued by the chief of police, captain, lieutenants or shift supervisors, with approval from the chief of police through the chain of command. Nothing in this provision prohibits employees sharing instructional or educational materials through informal means such as e-mail or handouts.
- C. Memoranda can be prepared in any appropriate manner and need not follow a specific format. They may be issued by any department member.

1.4.3 Maintenance and Storage

- A. Special orders will follow the same format as the policy manual and will be numbered consecutively with the first two digits indicating the last two digits of the year it was issued and the next three indicating the number. Example: 11-026 where "11" indicates the order was issued in 2011 and it was the 26th order of the year. Special orders will be numbered and maintained by the senior administrative assistant to the chief of police.
- B. Training and legal bulletins will be forwarded to the senior administrative assistant to the chief of police who is responsible to upload the materials in Power DMS for workflow assignments, or maintain an archive file of the material issued if in a format that may not be downloaded.
- C. Memoranda shall be stored by and at the discretion of the issuer.



Sheridan Police Department
Policies and Procedures
15.1
Chapter 15 – Information Systems
Section 1 – Mobile Data Computers

Date: January 1, 2013

Signature:

Revised: 3/4/2015, 2/9/2022, 03/11/2022

The mobile data computer (MDC) system is intended to enhance officer's abilities to obtain necessary computerized information in a timely manner and reduce radio traffic.

15.1.1 Certification

- A. All police and full time community service officers who use mobile data computers shall be at a minimum "query certified" through training by qualified personnel. Animal control officers, who do not have access to Wyoming Criminal Justice Information Network (WYCJIN), National Crime Information Center (NCIC), and the International Justice and Public Safety Information Sharing Network (NLETS) information, do not require certification.
- B. MDC operators must receive a certificate from the Wyoming Division of Criminal Investigation (Control Computer) certifying the operator. When an operator is no longer with this agency, the department's Computer agency coordinator (TAC) will notify the division.
- C. Only certified operators shall have access to information available through NCIC, NLETS and WYCJIN. Violation of this policy may lead to revocation of system privileges and/or disciplinary action up to and including termination of employment.

15.1.2 Operation of Mobile Data Computer

- A. All transmission of data and/or queries via the MDC system is limited to official Sheridan Police Department business pertinent to a legitimate and lawful law enforcement function.
- B. Patrol and Community Service Officers shall obtain an MDC at the beginning of shift and return the MDC at the end of every shift. Officers shall immediately sign on to Spillman on their MDC and will utilize the "Rlog" function and document under the tencode of "note" which MDC number they obtain at the beginning of their shift.
 1. Should an MDC be found to not be functional, or in need of some repair, the officer shall turn it in to the shift supervisor, who shall notify the Patrol Operations Bureau Commander and Administrative Coordinator.
 2. The same order applies to Automatic External Defibrillators (AED) utilized by the patrol and community service officers as noted above.
- C. Operators are not to operate the MDC while their vehicle is in motion, unless such operation does not distract from their attention to driving. If operation of the MDC compromises safe driving, operators shall stop their vehicle before using the MDC.
- D. If the network connection is lost while on duty, the operator shall sign back on to the network as soon as practical.
- E. Operators will sign off the MDC, close programs and shut down the MDC through prescribed procedures when going off duty.

- F. Operators shall use the MDC to acknowledge when they are en-route to a call, arrived at a call, and when they have completed a call for service.
- G. Operators shall advise the dispatch center when they are away from their MDC to allow for voice dispatching.
- H. Operators clearing from a call for service will utilize all pertinent clearance codes via the MDC.
- I. Operators shall conduct routine queries of driver's licenses, vehicle registrations, wants/warrants, names, vehicles, telephone numbers and call information via the MDC unless:
 - 1. They are away from the MDC;
 - 2. If maintaining safety requires them to request information via radio; or
 - 3. The MDC equipment is malfunctioning.
- J. When utilizing the MDC, operators shall enter relevant detail to the call record in locations appropriate for such narratives or additional comments.
- K. No person shall attempt to modify a MDC, its accessories or install any software/hardware into the MDC without permission from the City of Sheridan Information Technology (IT) Division or a Spillman system administrator.
- L. The MDC is equipped with a global positioning satellite (GPS) interface. At no time will personnel tamper with, alter, unplug or block the GPS interface.
- M. Employees will not disseminate any information provided by the MDC except to other police personnel, or as is otherwise necessary to perform law enforcement duties as provided by law.
- N. Operators shall be aware of their surroundings and prevent non authorized personnel from viewing the MDC screen when restricted information is displayed. This may require repositioning or temporarily shutting down the MDC.
- O. Operators shall use the MDC in compliance with training and this policy.
- P. Supervisory officers will ensure compliance with MDC policy and training.

15.1.3 Maintenance and Repair

- A. Operators are to safeguard MDCs from damage, loss or unauthorized access. Should damage, loss, or unauthorized access occur, operators are to immediately notify a supervisor.
- B. Devices such as pens, pencils, metal objects, etc. shall not be used on the touch screen of the MDC. Only approved touch screen styluses or fingers can be used on the touch screen.
- C. When leaving a MDC unattended in a vehicle, operators shall secure their vehicle.

15.1.4 Messaging

- A. MDC instant messaging (IM) and email messages are subject to review at any time. Operators have no expectation of privacy with respect to data transmissions communicated through these means. The nature of all IM communications is strictly limited to those serving a legitimate business purpose. Profanity, inappropriate remarks or references, unprofessional comments or language shall not be transmitted via the MDC.
- B. Instant messaging shall not be used to dispatch personnel to calls.

15.1.5 Dispatching/Attaching Operators

- A. All calls involving crimes in progress, emergencies, or critical safety related information will be dispatched and updated via voice over the radio network. Information relating to such calls shall be subsequently entered at such a time when doing so becomes practical. Non-emergency calls for service and not-in-progress crime reports shall primarily be dispatched via the use of

- the MDCs. In either instance, call information shall be updated in a timely manner by operators and dispatchers.
- B. Operators may attach themselves to an existing call via the MDC.
 - C. Operators shall change their status using the appropriate status code in the radio log of the MDC unless exigent circumstances exist, which makes doing so unsafe or impracticable.
 - D. All calls will be cleared by the assigned operator using the MDC unless exigent circumstances exist, which makes doing so unsafe or impracticable. Dispatch will then clear the call with information provided by the assigned operator.
 - E. Operators will add all drivers' license and registration information to the call comments section.

15.1.6 BOLO / ATL / Alert Function

- A. When necessary, operators will advise dispatch to enter alerts, attempts to locate (ATL), and be on the lookouts (BOLO).
- B. Personnel requesting the alert, ATL, or BOLO will either set a reasonable auto purge date or advise dispatch when the entry is to be removed.

15.1.7 NCIC Hits

- A. When an operator queries wants or warrant files and receives a positive response from NCIC or Wyoming Warrants, confirmation must be obtained prior to acting upon the response.
- B. To initiate a hit confirmation, the operator must notify dispatch and request a confirmation. Dispatch will contact the agency that originated the record to ensure the validity of the hit and relay the information. The officer is then responsible for using that information in establishing sufficient legal grounds for probable cause to arrest and/or seize property.



Sheridan Police Department
Policies and Procedures
15.2
Chapter 15 – Information Systems
Section 2 – Department Information Systems

Date: January 1, 2013
Updated: 7/23/2021

Signature:

The department provides computers, cell phones, electronic mail, voice mail, mobile data terminals, and access to the internet to enhance productivity and effectiveness.

15.2.1 Information System Policy References

- A. The City of Sheridan Information Technology Division is responsible for the maintenance and control of the department's various computer equipment, software and related peripherals.
- B. The acceptable use policy is contained in City of Sheridan Employee Handbook .
 - 1. Use of the department's computers is limited to purposes directly related to the mission of the department
 - 2. Employees do not have a reasonable expectation of privacy when using any department-owned computer equipment.
- C. E-mail use is governed by City of Sheridan Handbook and law.
 - 1. Transmission of electronic messages and data will be conducted with propriety and professionalism.
 - 2. Obscenity, threats of violence and harassment are all prohibited.
- D. The security of records, data, hardware, software, networks and systems is governed by City of Sheridan.
 - 1. For security reasons, employees should not leave an active computer session unattended.
 - 2. Employees shall not add passwords to files or folders stored on department computers.
- E. The internet access and use policy is contained in City of Sheridan Employee Handbook.
- F. Voice mail usage is governed by the City of Sheridan.
- G. The City of Sheridan IT Department implemented the usage of authenticators to access City-owned computers and information systems. The authenticator shall be used every time an employee logs into a City-owned information system, first by entering in their unique log-in credentials. One of the following procedures will be implemented at the City of Sheridan IT Manager's discretion:
 - 1. Soft Token authentication: The system will send a “push-notification” to the employee’s personally-owned cell phone to verify the attempted log-in.
 - 2. Soft Token authentication: The system will prompt the user to enter a one-time password (OTP) PIN with the following requirements:
 - a. Be a minimum of six (6) randomly generated characters
 - b. Be valid for a single session

- c. If not used, expire within a maximum of five (5) minutes after issuance.
- 3. Hard Token authentication: City of Sheridan IT Manager will issue a hard-token for the employee utilize for logging into the City-owned systems.



Sheridan Police Department
Policies and Procedures
16.1 Replaces 401.2
Chapter 16 – Patrol Operations
Section 1 – Function & Operations

Date: January 1, 2013
Revised: 02/09/2022

Signature:

Sheridan Police Department patrol operations are the primary means by which the department provides services to the citizens of Sheridan. Patrol officers generally wear clearly identifiable police uniforms, drive clearly marked patrol vehicles, respond to calls for assistance, act as a deterrent to crime, enforce laws, and respond to emergencies within the City of Sheridan.

16.1.1 Patrol Function

- A. The following are the primary functions of the patrol division:
 1. Respond to calls for service, both routine and emergency in nature;
 2. Investigation and accurate reporting of crimes, incidents and conditions; to include appropriate enforcement action;
 3. The sharing of information with other members of the department, as well as other governmental agencies;
 4. Crime prevention activities;
 5. Community relations activities; and
 6. The application of the community policing philosophy to establish a partnership with other community members to solve and prevent crimes, improve their quality of life and provide a sense of safety and security to community members.
- B. Goals and objectives for the patrol division are developed by the Patrol Operations Lieutenant and command staff with approval of the chief of police. Goals and objectives will be measurable and will be disseminated to all patrol officers following review and approval by the chief of police.
- C. The operations bureau supervisor supervises four (4) patrol shift sergeants who coordinate and supervise the daily activities of the patrol division.
- D. In order to provide continuous service to the citizens of Sheridan, the patrol division operates on a twenty-four (24) hour basis. Personnel are assigned by the patrol operations lieutenant to schedules and shifts based on department needs.
- E. When assigning officers to patrol shifts, the Patrol Operations Lieutenant makes provisions for equity among teams based upon departmental needs, levels of experience, and specialty training.
- F. The minimum shift strength in the patrol division is established by the Patrol Operations Lieutenant, with the approval of the chief of police in accordance with workload assessments. These levels will be reviewed regularly to determine current needs.
- G. Shift supervisors are responsible for considering leave requests based upon staffing needs.
- H. At times, schedule changes may be made by supervisors to minimize overtime needs. The schedule changes will be done with an attempt to minimize hardships on the individual officer.

The department reserves the right to change officer(s) schedules and assignments based on the needs of the department.

16.1.2 Briefings

- A. Briefings should be held during each shift as an information exchange period and as a training period.
- B. At a minimum, briefings should be used to accomplish:
 1. Inspecting and evaluating officer's readiness to assume patrol;
 2. Notifying officers of assignments;
 3. Providing officers the opportunity to exchange information;
 4. Providing officers the opportunity to receive pertinent information;
 5. After action reviews of major arrests, investigations, or incidents.
 6. Any training, or after action reviews conducted at shift briefings should be recorded by the shift supervisor in a monthly report to the patrol operations bureau lieutenant.
- C. Additional Sources of Information
Information available to supplement information provided during briefing includes:
 1. Local teletypes: teletypes from within a five (5) state region that are not placed in the briefing folder or on the hot sheet. States include Wyoming, Colorado, Montana, Idaho, and South Dakota;
 2. National teletypes: teletypes from outside the five (5) state region;
 3. County court schedules;
 4. FBI bulletins;
 5. Patrol schedule;
 6. Department information ;
 7. Special Event/Permits calendar.

D. Additional Review

At the beginning of their shifts or as soon as practical, officers should review the following items:

- 1. Briefing materials (if unable to attend briefing);
- 2. Spillman messages and alerts.
- 3. E-mail.
- 4. Voicemail

16.1.3 Call Response

- A. Calls for service will be evaluated, prioritized and dispatched by communications center staff based on their nature and seriousness. See section 13.1.2.D.
- B. The response to most calls for service can be best determined by the urgency or nature of the call.
- C. Normally two (2) or more officers will be assigned to respond to arrest and holds, arrest warrant service, crimes in progress or any call with a potential for violence (i.e. - disturbances, domestic complaints, suicide attempts, etc.).
- D. Calls of a routine nature will normally require the response of one (1) patrol officer, unless additional units are requested by the initial officer.
- E. Supervisory personnel may direct more officers to a particular incident as he or she deems necessary. Supervisors will take care to ensure that patrol units are deployed for maximum

- effectiveness and ensure that officers do not crowd a call or traffic stop, to include law enforcement officers from other agencies.
- F. Patrol supervisors should respond to the scene to assume command or closely monitor the department's response of major incidents including:
1. Any crime scene of a violent felony;
 2. The scene of serious traffic crashes involving death or serious injury;
 3. All traffic crashes involving a department vehicle;
 4. All unattended death and suicide calls;
 5. Bomb threats; and,
 6. Any other major incident in which patrol officers may require supervisory assistance or when requested to respond by an officer.
- G. Patrol officers are responsible for the preliminary investigation of all reported incidents. Patrol officers shall conduct thorough preliminary investigations and follow-up investigations within the constraints of time, expertise, and geography unless advised to do otherwise by a supervisor.
- H. On calls in which officers respond to assist other agencies (i.e. - fire assist, emergency medical service assist, etc.) officers will be diligent in assessing the scene or patient for signs of a criminal act being the cause of the call and making an appropriate investigation and notifications. For instance:
1. Being alert for signs of arson at a fire assist; and
 2. Evaluating whether or not an injured person was the victim of an assault.

16.1.4 Communications

- A. Patrol officers will have constant access to radio communications. Each patrol officer will be equipped with a portable radio for use while on duty.
- B. All radio traffic by patrol units will be brief and concise. Units will use plain language in transmissions.
- C. While on patrol, officers will operate radios in the primary designated talk group unless otherwise instructed or requested to use another talk group.
- D. When answering the radio, officers should respond by giving their assigned radio unit number.
- E. Officers will notify the communications center of their status when:
1. Arriving at the scene of an incident (may be done with MDC);
 2. Making vehicle stops;
 3. Approaching suspicious persons;
 4. Completing an assignment (may be done with MDC);
 5. Calling in or out of service (may be done with MDC);
 6. Changing locations; and (may be done with MDC)
 7. Changing radio talk groups.
- F. Officers will keep the communications center informed regarding changes in the nature of a call in order to ensure officer safety and to expedite the efficient handling of incidents.
- G. For further communications procedures see chapter 13.



Sheridan Police Department
Policies and Procedures
16.2
Chapter 16 – Patrol Operations
Section 2 – Notifications

Date: January 1, 2013
Revised: 02/09/2022

Signature:

Patrol division employees, as first responders, are responsible for making notifications to agencies or persons as appropriate to the situation.

16.2.1 Command Staff Notification

- A. Any time there is an incident which is extraordinary, may result in a liability issue with the department, may have an adverse impact on the police department or department personnel, or may spark increased public or media interest, it will be the responsibility of the shift supervisor to make timely notification to command staff.
- B. Notification will be made to a bureau commander. It will be the decision of the bureau commander whether or not to notify the captain and chief of police as well as the timing and method of notification. If for some reason the bureau commander is unavailable, the captain or the chief of police will be notified directly.
- C. Notifications to a bureau commander shall be made for any of the following circumstances:
 - 1. Officer-involved shooting (regardless of whether or not the officer returned fire or is injured);
 - 2. Injured officers;
 - 3. Incidents involving unattended, suspicious or questionable death or serious injury;
 - 4. Hostage incidents;
 - 5. Barricaded subject, which is unable to be resolved during the initial contact;
 - 6. Emergency situations where residences or businesses are evacuated;
 - 7. Weather related incidents where significant damage to City of Sheridan or community property is encountered;
 - 8. Incidents where officers respond to a department member's residence for any reason other than a routine service call;
 - 9. Incidents where subjects taken into custody are injured; and
 - 10. Any incident the shift supervisor feels the command staff should be made aware of.

16.2.2 Specialty Assignment Notifications

Certain members of the police department have been trained in specialty assignments such as traffic crash investigation and crime scene processing/evidence collection. These members can be called out on an as-needed basis in accordance with on-call assignments or availability with approval of the shift supervisor or higher authority as in the case of a tactical team.

A. Detective Division

- 1. Officers assigned to the detective division are assigned weekly on call duties by the special operations lieutenant.

2. Detective division employees may be requested for assistance with investigations, assist in processing crime scenes, or to supplement immediate staffing needs including evidence collection and processing, interviews, and interrogations/interviews (see section 20.2)

B. Property Technician

The police property technician may be used to:

1. Assist in the collection, preservation and handling of physical evidence and property;
2. Assist in processing crime scenes and processing evidence using available technical equipment, techniques and procedures.
3. Although this position is not an on-call position, the property technician may be requested when available.

C. Tactical Team

1. A tactical team may be called for a tactical response to high risk situations needing special equipment and/or training. These situations include, but are not limited to: snipers, barricaded subjects, hostage situations, and high risk warrant service.
2. See section 21.3.2 for call out requirements and procedures.

D. K-9

1. K-9 teams may be used to detect and locate illegal drugs, track suspects involved in criminal acts, search for evidence, apprehend certain criminals, and search buildings.
2. Although this position is not an on-call position, K-9 teams may be requested when available. See section 16.3.1.B.7.

E. Crash Investigators

1. An officer trained in advanced crash investigation techniques should be called to the scene of all traffic crash fatalities or crashes resulting in life threatening injuries. This would include call outs to Highway Patrol.
2. Although this position is not an on-call position, an advanced crash investigator should be requested whenever available.

F. Community Service Officer (CSO)

1. The CSO may be called when his or her skills or equipment are needed to deal with sick, injured or dangerous animals.
2. Although this position is not an on-call position, the CSO may be requested when available.

16.2.3 Outside Agency Notifications

A. Fire Department Notification

1. Sheridan County Fire Departments response is requested and dispatched through the Sheridan Police Department Communications Center.
2. Fire services, if not already summoned, are to be requested by the first responding officer at his or her discretion.
3. Whenever a suspected arson is reported to the police department and it does not result in firefighters being called to the scene, the communication technician or investigating officer shall contact the on-call fire department investigator. The Sheridan Fire Rescue fire department investigator shall be informed of the fire's location and status. It will be up to the fire department investigator whether or not to respond.

4. Hazardous material spills requiring cleanup shall be referred to the Sheridan Fire Department Rescue Haz-Mat team.
- B. Ambulance/Emergency Medical Services
 1. Ambulance/Emergency Medical Services are dispatched through the Sheridan Police Department Communications Center.
 2. Emergency medical services, if not already summoned, are to be requested by the first responding officer at his or her discretion.
- C. Coroner
 1. The Sheridan County Coroner is responsible for investigating deaths:
 - a. Due to violent or criminal action;
 - b. Due to apparent suicide;
 - c. Due to accident;
 - d. Due to apparent drug or chemical overdose or toxicity;
 - e. When the deceased was unattended by a physician or other licensed health care provider or had not seen a physician within six (6) months prior to death;
 - f. Due to apparent child abuse causes;
 - g. If the cause is unknown or certain deaths that occur in hospital settings but are considered 'unattended' (i.e. - an emergency room death caused by an event outside of the hospital); or
 - h. Deaths of prisoners, trustees, inmates or patients of any county or state corrections facility or state hospital.
 2. Timing of request for coroner response shall be at the discretion of the ranking detective on scene or the shift supervisor.
- D. Public Works/Utilities
 1. When a roadway hazard, downed utility line, utility main break or other hazard exists, officers will contact the communications center with the information and request notification of the appropriate agency or business. See section 18.4.2.E.
 2. Public works or utility employee response is to be requested by the first responding officer at his or her discretion.
 3. After the streets division's regular business hours, the on-duty patrol supervisor shall notify the on-call streets division employee when it begins to snow. The notified employee will be responsible for determining the appropriate response.
- E. News Media
 1. Some hazardous situations may demand immediate notification of local news media in order to request public service announcements.
 2. Media notification shall be at the shift supervisor's discretion when emergency conditions exist that warrant an immediate release of information.
- F. Department of Family Services
 1. When a juvenile needs to be taken into protective custody a DFS worker coordinates the juvenile's care.
 2. Notification of the on-call DFS worker will be requested by a shift supervisor.
- G. Victim Advocates
 1. Advocates from the crisis response team Advocacy and Resource Center may be called to provide short-term crisis intervention for crime victims or others as needed.
 2. Crisis response team Advocacy and Resource Center members are available through the dispatch center. See section 25.2.2.E.



Sheridan Police Department
Policies and Procedures
16.3
Chapter 16 – Patrol Operations
Section 3 – K-9 Operations

Date: January 1, 2013
Revised: 02/09/2022

Signature:

Because of their physical capabilities including their superior senses of smell and hearing, the Sheridan Police Department uses trained police canines as a tool to detect and locate illegal drugs, track suspects involved in criminal acts, recover evidence, apprehend certain criminals, search buildings, and provide demonstrations to further public relations.

Definitions:

Canine Team - Handler and assigned canine.

Handler - Sheridan Police Department officer assigned to a canine team who has successfully completed and maintained the required training and certification.

16.3.1 K-9 Program Organization

A. Structure of the Canine Program

1. Canine handlers shall be sworn officers. Canine handlers shall be responsible through the chain of command to the patrol operations lieutenant for canine related issues.
2. The patrol operations lieutenant will be the canine unit coordinator. The coordinator shall:
 - a. Oversee the administrative operation of the unit;
 - b. Ensure the canine unit maintains performance standards meeting industry accepted certification requirements;
 - c. Conduct semi-annual evaluations of the canine team; and
 - d. Develop and/or approve records on selection, training, and evaluation and forward those records to the office of the chief of police for maintenance.

B. Canine Handler Duties

1. Canine handlers are responsible for carrying out all regular duties of their rank.
2. Canine handlers shall maintain constant control of the canine.
3. Canine handlers shall respond to calls for service to search buildings, track or locate suspects, locate evidence, and conduct searches for illegal drugs.
4. The canine handler must maintain up to date knowledge of all statutes, case law, and policy regarding the appropriate use of his or her canine.
5. Canine handlers shall coordinate the use of other officers to assist the canine team.
6. Canine handlers shall assist other law enforcement agencies as authorized.
7. Canine handlers shall be subject to call-outs when available. (Prior to contacting an off duty handler, the on-duty supervisor will review the need for the canine team.)
8. Canine handlers shall participate in public relations demonstrations.

9. Canine handlers shall complete and forward to the operations commander required canine records including:
 - a. Detailed training logs; and
 - b. Utilization (including exercise) through the department records management system.
10. Canine handlers shall ensure that the canine maintains proficiency necessary to retain certification.
11. Canine handlers shall attend canine training as directed.
12. Canine handlers shall care for the canine including:
 - a. Feeding a high quality, well-balanced food to keep the canine at its appropriate weight as determined by a veterinarian.
 - b. Keeping their canine clean and well groomed.
 - c. Ensuring the canine gets adequate exercise to maintain a healthy state of readiness for canine service.
 - d. Ensuring that the canine receives timely and proper medical care including vaccinations.
 - i. Handlers will notify the patrol commander should illness or injuries prevent the canine from working.
 - ii. All veterinary service arrangements shall be made by the handler with notification to the patrol commander.
 - iii. All medical bills shall be sent to the patrol commander for approval.
 - iv. If the canine is ill and cannot work, the handler will report for duty.
13. Canine handlers shall maintain a current City of Sheridan animal license for the canine.
14. Canine handlers shall obtain food and other canine equipment needs. All expenses other than dog food, annual medical exams, and normal maintenance items must be pre-approved by the patrol commander.
15. In the handler's absence, the canine may be boarded at department approved kennels.

C. Handler Injury

1. In the event the canine handler is injured and unable to care for the canine, it will be the responsibility of the patrol operations lieutenant or designee to arrange care. Options include the handler's family, a boarding facility, or another officer's home.
2. No officer may work the canine during the handler's absence. This does not preclude others from grooming, exercising, or playing with the dog.

16.3.2 Use of Canine

A. Narcotics Detection

1. Prior to using the canine for a drug search or sniff, the handler must determine that there is legal justification for the dog's use and its use is constitutionally permissible (i.e. - a search warrant, a warrant rule exception combined with probable cause based on articulable facts, consent, etc.).
2. Canines may be used to conduct searches or sniffs of buildings, vehicles, fields, baggage, mail, and any other area that the officer has legal authority to search.
3. When the canine handler is called to a scene to conduct a search or sniff, the handler will contact the on-scene officer and evaluate the type and legality of the requested search or sniff. He will evaluate the search area for potential hazards, wind and air

- currents. He will plan the search/sniff and brief officers at the scene as to what their conduct or actions should be.
4. Prior to the search/sniff, all plain view drugs must be secured. Windows and doors should be shut. Fans, including central air and heating, should be turned off. The scene should be contaminated no more than is necessary to make it safe and secure. The handler will explain in detail what is being requested of back up units. Loud noise, excessive talking, and radio traffic should be kept to a minimum while the canine is working.
 5. The canine is capable of detecting the following drug odors:
 - a. Marijuana;
 - b. Cocaine;
 - c. Heroin; and
 - d. Methamphetamine.
 6. School searches, sniffs for the purpose of locating controlled substances shall be limited to locker, parking lot or classroom searches. No body searches will be performed.

B. Public Relations

1. Canines will be available to perform public demonstrations as representatives of the department for various community service groups, schools, churches, etc.
2. Demonstrations of the canine unit shall be coordinated and implemented by the canine handler.
3. Canine teams giving demonstrations shall prepare and perform in a professional manner.
4. Handlers should complete a Spillman "Public Contact" incident report for each demonstration.

C. Mutual Aid Requests

1. Requests for the use of the Sheridan Police Department canine outside of Sheridan County will be directed to the patrol operations lieutenant or captain. A reasonable effort will be made to accommodate outside agency requests for assistance.
2. The proper functioning of the Sheridan Police Department shall not be jeopardized in order to provide assistance to an outside request.
3. A canine handler assigned to an outside agency request shall complete an incident report.

D. The canine handler shall have the sole responsibility in determining whether or not to use the canine unless specifically relieved by a superior officer who shall then assume the full responsibility.

E. The canine team will be assigned a Sheridan Police Department vehicle for the transportation of the canine while at work unless otherwise authorized by the bureau commander.

1. This vehicle will be a marked patrol unit with the rear seat removed and a platform installed to provide a safe area for the canine.
2. The vehicle shall bear distinct markings to identify it as a K-9 vehicle.
3. The police vehicle will be operated and maintained in accordance with the vehicle operation policy (chapter 19.)

F. Police canines will not be used for any purpose other than official duties.

16.3.3 K-9 Unit Controlled Substance Protocol

- A. Dogs must receive frequent training and exposure to the substances they will come into contact with to accomplish the duties of narcotics detection. Drug detecting canines shall receive 12 hours of training in drug detection every three months.
- B. In order to conduct drug detection training, it is necessary for the department to obtain and maintain a supply of schedule I substances. The following protocol shall be followed:
 - 1. Controlled substances shall be available to K-9 handlers to train dogs in the detection of controlled substances. The department conducts training for detection of both small and large amounts of narcotics.
 - 2. The department will maintain the following controlled substances for K-9 training purposes:
 - a. Marijuana;
 - b. Cocaine;
 - c. Amphetamines; and
 - d. Heroin.
 - 3. The department trains dogs for both indoor and outdoor detection. Trainers will hide controlled substances in different locations and containers for the dogs to find and indicate on. Trainers will carefully monitor hiding places to ensure that no accidental discovery or loss of a substance occurs.
 - 4. Controlled substances remain the property of the Sheridan Police Department. Control and responsibility of any substance rests with the individual K-9 handler and the patrol operations lieutenant.
 - 5. The department recognizes the need to maintain strict control over the security of controlled substances.
 - a. The department will assign each dog handler a specific quantity of controlled substances to meet the daily training needs of their dog.
 - b. Each K-9 handler will have a secured vehicle vault and each controlled substance will be sealed in individual containers within the vault. A separate secured room containing a lockable cabinet will be assigned to store excess drugs, packaging and other K-9 equipment.
 - c. Each K-9 handler will be responsible for the drugs that have been assigned to them and will be the only person who has the keys for the vehicle vault.
 - d. All drugs will be secured at the Sheridan Police Department or in the K-9 vehicle vault when not in use for training.
 - e. All training aids shall be safely cared for and properly documented. In the event that a training aid is damaged and some or the entire source is lost or destroyed, the handler shall notify the on duty administrator and the handler will write a report and file it with the police department. A copy of the report should be forwarded to the patrol commander.
 - f. The patrol commander will be responsible for the overall maintenance and security of narcotics assigned to the individual K-9 units.
 - g. All K-9 vehicle drug vaults and drug storage room will be subject to unannounced inspection by the patrol commander, the chief of police or a person assigned by the chief of police. Inspections will include a review of all documents related to the use and storage of assigned controlled substances. An

- annual inspection and inventory of training drugs will be conducted by a designee of the chief of police.
- h. Each K-9 handler will maintain a record of all amounts of controlled substances received for training purposes. The handler will record the dates and times of all uses, the manner and the location of the controlled substance use, by means of the K-9 training log. Any accidental destruction or ingestion, which should be reported immediately to the patrol commander.
 - i. The patrol operations lieutenant will be responsible for investigating any accidental destruction or ingestion of controlled substances, and all discrepancies between the amount possessed by the handlers and the amount received by the handlers.
 - j. The senior K-9 handler will be responsible for the application and maintenance of the required DEA and state controlled substance licensing.

16.3.4 Officer Conduct in the Presence of Canine

The following rules of conduct apply to all department personnel when around the canine. Employees shall:

- A. Respect the handler's wishes in regards to the dog.
- B. Not tease the dog.
- C. Not try to entice the dog to break away or disobey commands.
- D. Not feed the dog.
- E. Not encourage the dog to jump on them.
- F. Not use any command the canine handler uses except in the event of the handler's incapacitation.
- G. When providing backup to the canine unit, officers will keep all noise to a minimum and abide by the handlers requests as to how the backup will be deployed to assist them.
 - 1. Officers should avoid lighting up the canine with spotlights or flashlights.
 - 2. Officers should take a position to the rear of the handler.
 - 3. If an officer comes between a suspect and the dog the officer should stand as still as possible unless a threat from the suspect requires immediate action.
- H. Units assigned to a perimeter when a canine is deployed should stay away from windows, doors or other openings into the premises being searched.
- I. Officers should avoid contaminating the search area prior to completion of the canines search.

16.3.5 Handler Selection

- A. Officers wishing to become a canine handler shall meet the following minimum qualifications:
 - 1. Narcotics Detection Canine Handler: Minimum 2 years of service with the Sheridan PD.
 - 2. Receive their supervisor's recommendation regarding the applicant's interest, temperament, attitude, personality, and performance.
 - 3. Have demonstrated the ability to work effectively without close supervision.
 - 4. Have family members in full agreement on the assignment to the canine unit.
 - 5. Maintain a residence providing an area suitable for the dog during off duty hours. In the event the officer does not own the property, the officer shall obtain written permission from the property owner for the housing of the canine.
 - 6. Ensure other pets at home will not interfere with the canine program.

7. Must be willing to participate in an intensive initial training period.
 8. A willingness to be assigned as a canine handler for an extended period of time. See section 4.3.1.
- B. Selection of officers as canine handlers will be made as follows:
1. The applicant's qualifications will be reviewed by the patrol operations lieutenant to ensure eligibility standards are met.
 2. Qualified applicants will be given an interview by the patrol operations lieutenant and at least one present or past canine handler, if available.
 3. The applicant's spouse may be interviewed as part of the selection process.
 4. The applicant's home and yard may be inspected to verify suitable space for the K-9.
 5. Final selection will be made by the patrol operations lieutenant with approval of the chief of police. Officers selected to be canine handlers will be given a pay differential of seven additional hours of regular pay per eighty hour pay period in recognition of extra duties (grooming, dog care, kennel maintenance) outside of duty hours. The K-9 Officer will not receive differential pay during those times when the dog is boarded.

16.3.6 Selection and Training

- A. Dogs selected for department use must meet the following criteria:
 1. Dogs must pass a physical examination by an approved veterinarian.
 2. Dogs must pass temperament testing.
- B. Canine handlers shall attend initial training and meet certification standards before using the canine in non training situations.
 1. A canine (K-9) training program will be selected to meet specific needs/philosophies of the department.
 2. Safeguards shall be employed to prevent injuries to dogs, personnel and third parties during training.
- C. The canine handler will conduct 8 hours of maintenance training per month for canines used only for narcotic detection to ensure the handler and canine are proficient.
- D. In the event that a detector canine ingests a training source that is toxic, immediate first aid steps should be taken and the canine should be transported to the department veterinarian.
- E. In the event that a canine team fails to obtain a satisfactory score during certification, the team will be placed in remedial training. The canine will be removed from service until it can meet certification standards. If after remedial training the team still fails to meet the standards, the canine coordinator may decide on additional training or dissolution of the team and reassignment of either the handler or dog.

16.3.7 K-9 Equipment

- A. Each K-9 handler will be issued the following equipment:
 1. Patrol lead;
 2. Electronic Collar;
 3. Fur Saver Collar;
 4. Muzzle;
 5. Tracking lead;
 6. Vari-Kennel;
 7. Bark collar;
 8. Food and water bowls; and

9. Chain link or welded wire kennel/run.
- B. K-9 handlers are responsible for proper care of issued equipment and for its return when the handler leaves the K-9 program.

16.3.8 Disposition of Canines

- A. Retirement of the Canine
 1. Police canines are the property of the Sheridan Police Department.
 2. Canines will be retired with approval of the chief of police based on the recommendation of the department's veterinarian, the handler, and/or the canine coordinator.
 3. When it becomes necessary to retire a canine from active duty, the department may transfer ownership of the animal to the last handler. A contract releasing the City of Sheridan, the Sheridan Police Department, and its personnel from all liability must be signed by the person taking possession of the canine.
 4. If the animal is unable to be placed in a proper home, the canine coordinator may surrender the canine (K-9) to an animal shelter.
- B. Death of a Canine
 1. In the event of the death of a department canine, the handler will immediately notify the patrol commander and the chief of police.
 2. The patrol operations lieutenant will conduct an investigation of the incident, separate from any possible criminal case. If deemed necessary, a post mortem examination may be conducted by the department's veterinarian. The post mortem report will be filed with the investigation.
 3. The patrol operations lieutenant will authorize cremation/burial arrangements.



Sheridan Police Department Policies and Procedures

16.4 replaces 304.6

Chapter 16 - Patrol Operations Section 4 - Ride - Along Program

Date: January 1, 2013

Signature:

The Sheridan Police Department provides a "Ride-Along Program" to provide officer's families, students interested in a law enforcement career, and certain members of the community a better understanding of the department and the working environment of an officer by providing an opportunity to ride on patrol with an on-duty uniformed officer.

16.4.1 Approval and Waiver

- A. All riders must have prior permission from the shift supervisor or operations supervisor before they will be allowed to ride with any officer.
- B. All riders not employed with the Sheridan Police Department will be required to sign a waiver and release form prior to being allowed to ride.
- C. The Department will conduct a check of local contacts, a local warrant check, and a N.C.I.C. warrant check on everyone requesting to participate as a rider except those who are currently employed with local law enforcement agencies.
 - 1. Grounds for excluding riders may include a felony conviction or a current warrant for arrest.
 - 2. Prior convictions or law enforcement contacts for minor criminal offenses (excluding traffic violations) and other criminal history information will be determined on a case by case basis by the patrol supervisor.

16.4.2 General Rules

- A. Riders will only be assigned to ride with officers who have completed their trial service period.
- B. Rides should be scheduled in advance whenever possible due to limited availability of officers.
- C. The minimum age for the ride-along program is sixteen (16) years of age. Exceptions to this age limit include students participating in job shadowing programs, mentorship programs, educational programs or other minors specifically approved by the bureau commander. A parent or guardian of minors under eighteen (18) years of age must provide a signed release form for the minor.
- D. Riders are expected to be neat, clean and properly attired. Riders will not be permitted to wear clothing that might give the impression they are in law enforcement (i.e. - another agency uniform or similar clothing, etc.).
- E. Rides may be terminated at any time for persons who are unruly, fail to obey instructions, distract an officer from his or her duties, or at the discretion of the shift supervisor.

- F. Riders are prohibited from carrying any weapon, unless they are a certified officer from another agency.
- G. Riders are not permitted to accompany an officer into any residence.
- H. Officers shall be responsible for the safety and security of the rider and shall supervise the rider at all times.
- I. Officers shall evaluate the circumstances of any call for service with regard to the safety of the rider, and shall use appropriate professional discretion in permitting the rider to get out of the patrol unit or enter a structure.
- J. If an officer must respond to provide emergency assistance and passenger safety may be of concern, he or she shall immediately drop the rider at a safe location.
 - 1. The officer shall notify the shift supervisor and dispatch personnel of the location of the drop off.
 - 2. After responding to the scene, the officer shall notify dispatch personnel of the estimated time he or she will be at the scene. If the time is not long, he or she will pick up the rider after clearing the scene. If the time will extend beyond a reasonable amount of time, arrangements will be made through the shift supervisor for other department personnel to pick up the rider and to return him or her back to the police department

16.4.3 Rider Categories

- A. Associated Professional People
 - 1. Associated professional people include:
 - a. Members of other law enforcement agencies;
 - b. Employees of the Department of Family Services;
 - c. Employees of the Sheridan County Attorney's Office;
 - d. Employees of the City Attorney's Office;
 - e. Emergency Medical Technicians;
 - f. Victim Advocates;
 - g. ARC representatives;
 - h. Employees of Probation and Parole;
 - i. Employees of the Fire Department; and
 - j. Non sworn police personnel.
 - 2. Associated professional people will be allowed to ride up to eight (8) hours per month.
- B. Immediate Family
 - 1. Immediate family members as identified in the City of Sheridan Employee Handbook section 2, will be allowed to ride provided that the officer has completed his or her trial service period.
 - 2. For those officers still on trial service, their immediate family members may ride with other department staff that have completed their trial service.
 - 3. Immediate family members may ride for a maximum of eight (8) hours every six (6) months.
- C. Close Acquaintances
 - 1. Close acquaintances of officers will be allowed to ride with that officer provided that the officer has completed his or her trial service period.
 - 2. For those officers still on trial service, their close acquaintances may ride with other department staff that have completed their trial service.

3. Close acquaintances of officers will be allowed to ride for a maximum of eight (8) hours every six (6) months.
- D. College Students Majoring in Law Enforcement
 1. College students majoring in law enforcement may ride with an officer.
 2. The student must have the final approval of the shift sergeant prior to riding.
 3. College students may ride for a maximum of eight (8) hours every six (6) months.
- E. Mentorship Students
 1. Sheridan County High School students participating in the mentorship program will be allowed to ride with an officer.
 2. Students will ride in accordance with the mentorship contract approved by a bureau commander.
- F. Shadow Students
 1. Students participating in a school shadow program will be allowed to ride with an officer.
 2. Students will ride in accordance with the agreement approved by a bureau commander.
- G. Citizen's Police Academy Participants
 1. Participants in the Sheridan Police Department's Citizen's Police Academy will be permitted to ride with an officer.
 2. Facilitation of these rides will occur between academy coordinators and shift supervisors.
 3. Citizen Police Academy participants may ride for a maximum of eight (8) hours during the academy.
- H. Other City Employees
 1. City employees will be allowed to ride with an officer.
 2. City employees will be allowed to ride for a maximum of eight (8) hours every six (6) months.
- I. Applicants
 1. Applicants will be offered an opportunity to ride with an officer at the time of testing.
 2. Officers may be asked about the applicant following the ride.
- J. Media Employees
 1. Members of the news media will be allowed to ride up to eight (8) hours every six (6) months.
 2. Riders from the news media will adhere to provisions for ride alongs outlined in section 23.1.6.



Sheridan Police Department
Policies and Procedures
17.1 Replaces 304.5
Chapter 17 – Uniforms & Equipment
Section 1 – Appearance

Date: January 1, 2013

Signature:

Revised: 3/29/2017, 4/5/2021, 2/9/2022

An employee's personal appearance influences the public's perception of both the individual and the organization. A neat professional appearance inspires confidence in the employee's abilities. For these reasons, it is very important that every department member provide a professional appearance.

17.1.1 General Appearance

- A. All employees are responsible for maintaining a neat, clean, and professional appearance.
- B. It is the responsibility of all command and supervisory officers to see that all members of the department maintain a professional appearance.
- C. Uniformed members of the department have a special responsibility to maintain a professional appearance as the dark blue uniform is symbolic of the dignity and authority of the law enforcement profession. The uniform is easily recognized by the general public and, when properly worn and cared for, projects the image of an alert, responsive agency which takes pride in its work.
- D. Uniform Maintenance
 - 1. Officers are expected to maintain their uniforms in a neat and serviceable condition, and to make necessary repairs and replacements as needed. Officers shall not wear uniform garments, equipment, or accessories, which are faded, frayed, worn, torn, dirty, or in a state of disrepair. Uniform items shall be well maintained, clean, pressed, and serviceable.
 - 2. All footwear shall be well maintained and polished.
 - 3. All duty gear shall be well maintained.
 - 4. All rank insignias, badges, nameplates, and authorized awards made of materials that may tarnish will be highly polished and well maintained.
- E. All officers shall be able to produce and wear a complete authorized and serviceable uniform at any time regardless of assignment.
- F. The department uniform (including any portion of the uniform) may be worn only while on duty or attending a departmentally sanctioned event or function, or while traveling directly to and from home and work.
- G. All employees shall adhere to standards of good personal hygiene and grooming while on duty.
 - 1. Hair length of male officers shall not exceed over the collar or past mid ear and shall not hang over the middle of the forehead. Hair length for female employees may be longer, however, must not interfere with her abilities to perform duties in a safe manner. All hair lengths and styles must not detract from the employee's overall appearance and ability to perform assigned tasks.

2. Members using hair coloring will ensure the coloring used looks natural in color (the common hair colors that exist without the aid of dyes or additives (i.e. - blonde, brown, black and auburn)).
3. Mustaches must be kept trimmed and cannot hang over the lip.
4. Sideburns shall not exceed past the bottom of the ear and shall be no more than two (2) inches in width.
5. Employees wishing to grow or wear beards shall:
 - a. Have a seventy-two (72) hour growth of beard before reporting for duty and continue to allow growth to a full beard;
 - b. Not allow patchy or spotty clumps of facial hair;
 - c. Be well groomed and neatly trimmed;
 - d. Not allow the length to exceed one half ($\frac{1}{2}$) inch for the bulk of the beard.
6. In the event the chief of police, captain, or a bureau lieutenant deems facial hair to be unsightly, the employee will shave.

H. Accessories

1. All jewelry, including earrings, must be conservative in style and the design such that it does not interfere with the employee's personal safety or professional image. For those employees in uniform; it must not detract from the para-military image that the uniform displays.
 - a. Male officers shall not wear earrings while in uniform or on duty assignments.
 - b. Dangling earrings for sworn personnel are prohibited.
 - c. Necklaces may be worn by sworn personnel while in uniform but will be tucked inside of the uniform and will not be visible.
 2. Sunglasses shall be conservative in style. Mirrored sunglasses are not authorized. Except in traffic situations, employees will remove their sunglasses when addressing a citizen - unless the glasses are prescription.
- I. Tattoos - Generally, tattoos are allowed to be visible while representing the department so long as they are approved by the Chief of Police or his/her designee. The following limitations regarding the display of tattoos while representing the department will be followed:
1. Any and all tattoos, body art, or brands must be concealed under the following circumstances;
 - a. While wearing a Class A Uniform;
 - b. While wearing a business suit;
 - c. While engaged in any court appearance.
 2. Tattoos may not be visible if located on the hands (below the wrist notch), face, neck or head.
 3. Regardless of location, tattoos visible to the public shall not contain profanity, nudity, racial slurs, gang related content or any other content reasonably expected to be offensive. This list is not all inclusive and the chief of police or their designee will have final determination.
 4. No unusual attire may be worn to circumvent the intent of this policy.
 5. Exceptions to the grooming standards can be made by a bureau commander based upon assignment. However, the standards must be met when in a uniform duty.
 6. If there is a question of whether or not any tattoo may be displayed, the current chief of police will have the final say in determination, regardless of previous administration decisions.

- J. Facial ornamentation, other than earrings for females, shall not be worn.
- K. If cosmetics and nail polish are worn, they will be professional.

17.1.2 Sworn Uniformed Personnel Dress Specifications

- A. The standard department uniform will consist of the following articles and will be worn as set forth in this order unless directed otherwise by a commanding officer for special assignment or limited duties:
 1. Dress shirt - dark blue with department patches;
 2. Dress trousers – dark blue;
 3. Name bar;
 4. Badge;
 5. Tie - dark blue with clip fastener;
 6. Black shoes/boots;
 7. Black or dark blue socks;
 8. Coat / jacket / windbreaker - dark blue with department patches;
 9. Gun belt; and
- B. The tie and coat are not required except for formal occasions or as dictated by inclement weather.
- C. The standard department uniform may be altered for bicycle patrol as follows:
 1. The shirt may be a high visibility color polo shirt with the authorized Sheridan Police Department insignia over the left breast area.
 2. The trouser can be either regulation dark blue or black or authorized dark blue or black shorts.
 3. The jacket may be a high visibility color as approved by the chief of police.
- D. The uniform style for trousers, shirts, coats and ties will be approved by the chief of police and issued by the department and no substitution is allowed.
- E. A regulation Sheridan Police Department shoulder patch will be required to be worn on both sleeves of all uniform shirts and department issued coats. The patch will be centered on the sleeve one-half ($\frac{1}{2}$) inch down from the top of the sleeve.
- F. A department issued baseball style hat is not part of the standard uniform but may be worn by officers during potentially prolonged exposure to inclement weather events, ie: extreme heat, rain or snow. Baseball style hats shall be chosen by the patrol operations lieutenant and shall be uniform in style.
- G. Footwear worn by uniformed officers will be constructed of smooth black leather (polishable to a high gloss) or black smooth leather/nylon combination, plain or capped toe only. No buckles are permitted, and laces will be black cloth or leather. Footgear may be equipped with zippers on the inside of the boot to facilitate easy use. No platform or high heel shoes or boots will be permitted.
 1. Footwear may be replaced yearly. Employees will be reimbursed up to \$150.00 for footwear a year.
- H. Socks will be black or dark blue without decoration. Members may wear white soled socks so long as no white shows above the top of the shoes.
- I. Officers may wear either the short or long sleeve uniform shirt when performing regular duties. For formal occasions, officers must wear the long sleeve dress shirt with the regulation issued tie. The necktie, if worn, shall not be tucked into the shirt. Long sleeve shirts shall not be worn with the sleeves rolled up or with the sleeves unbuttoned.

- J. Officers wearing visible t-shirts below the uniform shirt will wear a white, dark blue or black crew-neck or thermal shirt depending upon weather conditions. Thermal shirts must be a closed weave material. A black or dark blue turtleneck shirt may be worn under long sleeve shirts.
- K. Jackets will be dark blue, authorized or purchased by the department. The badge will be worn on duty assignments. Cloth badges are authorized for uniform jackets and sweaters.
- L. Additional winter clothing may be worn in extremely cold conditions.
 - 1. Dark blue combat sweaters with a v-neck or crew neck collar may be worn over the uniform shirt.
 - 2. Gloves, gators, scarves, face shields or knit caps may be worn if dark blue or black in color.
 - 3. Shoes/boots may be insulated (i.e. - Sorel or Snow-Pack style) when the weather is extremely cold or snow conditions warrant their use. They must be dark blue or black in color. Pants will be worn outside the boot unless blizzard conditions exist and then they may be worn inside the boot. Dark blue or black gaiters may be worn when snow conditions warrant their use.
- M. The chief of police, captain, and bureau commanders may elect to carry only their sidearm and holster on their uniform belt.
- N. Tie pins or tie clasps shall be conservative in style.
- O. Items of personal jewelry, such as watches, rings, etc., may be worn provided they do not distract from the uniform.

17.1.3 Sworn Non-Uniformed Personnel Dress Specifications

- A. Sworn employees not in uniform will be required to dress in a manner that reflects the professionalism seen in the local community. Dress or business casual clothing shall be worn including business suits, sport coats, blazers, dress shirts with ties, dress blouses, dress slacks, polo shirts and appropriate shoes or boots. Clothing should be of such a style and color as not to draw undue attention. When in public, non uniformed officers will not have their firearms exposed unless they are readily identifiable as a police officer as a result of displaying their department badge, and/or shirt with authorized logo.
- B. For court appearances, non uniformed officers must wear more formal attire or a department uniform. For male members of the department, that will include either a suit or sports coat, a collared shirt, and tie. For female members of the department, it will include a dress, skirt and blouse or dress slacks and blouse.
- C. Footwear may be either dress shoes or boots, which are in good repair and free of dirt or scuff marks
- D. Clothing for special assignments, or undercover work, will be determined by the supervisor prior to the actual operation.
- E. Clothing worn for call-out situations will be neat and presentable; blue jeans and casual shirts are acceptable, although shorts and tank tops are not.
- F. Supervisors are responsible to ensure that non uniformed officers are wearing suitable clothing that reflects a professional appearance. When working on special assignments, the supervisor will have discretion over the clothing being worn to ensure that it conforms to the particular needs of that assignment.

17.1.4 Non Sworn Uniformed Personnel

- A. Community service officers will wear the following uniform:
1. Dress shirt or polo style shirt,) blue, with community service patches on both sleeves;
 2. Authorized pants or jeans, dark blue or black;
 3. Name bar;
 4. Badge;
 5. Black shoes or boots;
 - a. Footwear may be replaced yearly. Employees will be reimbursed up to \$150.00 for footwear a year
 6. Black or dark blue socks; and
 7. Jacket – regulation issued with department community service patches on both sleeves.
 8. A department issued baseball style cap.

17.1.5 Non Sworn Personnel Dress Specifications

- A. Employees are expected to maintain their uniform polo shirts in a neat and serviceable condition, and to make necessary repairs and replacements as needed. Employees shall not wear garments, or accessories, which are faded, frayed, worn, torn, dirty, or in a state of disrepair. Uniform items shall be well maintained, clean, and serviceable. Dress pants/slacks will be worn with the uniform shirts. Baseball caps, shorts, jeans, or other casual attire that do not present a businesslike appearance will not be accepted.
- B. Each calendar Friday will be considered “dress down” day for all non sworn/uniformed personnel. Employees will wear their uniform polo shirts, but may wear casual dress slacks or jeans. Clothing with holes or ill appearing clothing is not to be worn. Supervisors will determine what clothing is appropriate. Employees that are scheduled for court, public meetings, or any other high profile event, will not wear casual dress.
- C. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises.

17.1.6 Rank Insignia

- A. The chief of police shall display a gold eagle with the talons of one (1) foot grasping an olive branch and the talons of the other foot grasping a bundle of arrows on each uniform shirt and coat collar. Gold stars may be used in place of the eagles.
- B. The captain shall display gold tone double bars approximately one (1) inch by one (1) inch on each uniform shirt and coat collar.
- C. Lieutenants shall display a gold bar; one quarter ($\frac{1}{4}$) inch by three quarter ($\frac{3}{4}$) inch for collars and three-eighths ($\frac{3}{8}$) inch by one (1) inch for shoulder use on uniform shirts and coats.
- D. Sergeants/Corporals: The insignia of a sergeant will consist of three (3) gold military style sergeant's stripes, bordered in black, on a navy blue or black background. Corporals will be similar in style and color with two (2) stripes. Both will be of cloth material and sewn on the uniform shirt and coat sleeves, below the department patch and centered. Sergeants and corporals shall display collar insignia appropriate to their rank, approximately three quarter ($\frac{3}{4}$) inch by three quarter ($\frac{3}{4}$) inch.



Sheridan Police Department
Policies and Procedures
17.2 Replaces 304.5
Chapter 17 – Uniforms & Equipment
Section 2 – Duty Gear

Date: January 1, 2013
Revised: 02/09/2022

Signature:

The department recognizes the duty gear industry is rapidly changing. The department will consider new products that are proposed for use so as not to overlook a superior product. Duty gear must be functional while also projecting a neat and professional appearance.

17.2.1 Duty Gear

- A. All sworn officers must have suitable black basket weave duty gear including duty belt, holster, cuff case, magazine pouch and baton holder or defensive spray case. Non sworn uniformed personnel may substitute authorized web gear.
- C. Uniform duty belt and accessories must have a Velcro closure, hidden hardware or black finish to provide a uniform appearance.
- D. All uniform duty holsters must have a tension retention device and a covered trigger guard. The holster must be of a design that allows the officer to re-holster and secure a weapon using one hand. All holsters will be designed for the make and model of the weapon and equipment carried. Non-issued duty holsters require the approval of the chief of police. Detectives and administrative officers must use a holster designed to keep the trigger guard covered and must be manufactured for the make and model of the weapon carried. If detectives or administrative officers are carrying an exposed firearm in any allowed areas, then the holster must have a snap closure and/or tension retention device.
- E. Uniform ammunition carriers shall be black basket weave design. Open top magazine carriers must employ a retention device. Uniformed officers on duty must carry at a minimum two fully loaded magazines on their duty belt and one fully loaded magazine in their duty hand gun.
- F. Non-uniform personnel will carry at least one (1) set of regulation handcuffs for duty purposes. Uniform personnel will carry at least two (2) sets of regulation handcuffs for duty purposes. Handcuffs shall be chained or hinged and black or silver. They shall be capable of being double locked and of being unlocked with a standard handcuff key.
- G. Uniform personnel shall carry oleoresin capsicum and an expandable baton on their duty belts or vest. Detectives should carry a less lethal alternative when working in situations constituting a foreseeable heightened risk, unless being assisted by a patrol officer carrying less lethal alternatives.
- H. Uniform and detective personnel shall carry a portable radio while on assigned patrol functions or special assignments as designated by a supervisor.
- I. All sworn personnel must carry assigned department keys/key cards including a handcuff key while on duty assignments.
- J. Uniform and detective personnel shall carry OSHA required safety equipment when responding to calls requiring first aid or evidence collection.

- K. Uniform and detective personnel shall carry a flashlight designed for police use when working night or dim-light assignments.
- L. Officers may wear ribbons that they have received for special recognition as a law enforcement officer. These will be worn over the right front shirt pocket above the nameplate. See section 7.6.4.
- M. City of Sheridan and police department identifications and badge will be carried and properly displayed as required in section 17.5.3.

17.2.2 Knives

- A. Folding lock blade knives are a versatile utility tool.
- B. Folding knives may be carried by officers in the performance of their duties if they meet the following conditions:
 - a. The blade does not exceed four inches in length; and
 - b. The blade will lock into position when manually opened.
- C. The carrying of any knife shall be done as unobtrusively as possible. No knives will be carried on the officer's duty belt or in any other manner that displays the knife to the public or could be easily accessible to another person. Knives authorized under this policy may be carried on an officer's duty belt in a carrying case.
- D. Officers shall take care not to exhibit or handle knives in a careless manner.
 - 1. It is the individual officer's responsibility to use the folding knife as a tool in a safe and responsible manner.
 - 2. The officer shall use reasonable care in the general use of the knife as a tool to prevent injury to the officer and others.
 - 3. The officer shall use reasonable care in the use of the knife as a tool to prevent damage to property.
- E. Except for specialty assignments where the use of a knife is specifically provided for, the possession or use of a fixed-blade knife by on-duty uniformed personnel is prohibited.

17.2.3 Firearms

- A. Officers are permitted to carry a second firearm while on duty. See section 11.3.41.
- B. Backup firearms, if carried, shall be purchased by the officer.
- C. The chief of police may supply a purchase letter certifying the purchaser's law enforcement position and status allowing them to possess a gun, for the purchase of a backup weapon.
- D. Officers requesting a purchase letter shall complete a weapon request and obtain approval from their supervisor and the firearms coordinator.



Sheridan Police Department
Policies and Procedures
17.3 Replaces 304.5
Chapter 17 – Uniforms & Equipment
Section 3 – Body Armor

Date: January 1, 2013
Revised: 02/09/2022

Signature:

All body armor provides a significant level of protection however it is not a substitute for sound, safety practices. The Sheridan Police Department issues personal protection body armor to all sworn officers to supplement officer safety in conjunction with the practice of prescribed safety procedures.

17.3.1 Issuance of Body Armor

- A. Sworn personnel will be issued body armor by the department. The Sheridan Police Department will purchase body armor for each newly hired police officer.
- B. Issued body armor must meet the current minimum protective standards as determined by the chief of police and the specifications for certification by the National Institute of Justice.
- C. Body armor will remain the property of the Sheridan Police Department.
- D. The department will replace body armor in accordance with manufacturer's recommendation.

17.3.2 Use of Body Armor

- A. Officers assigned to the patrol division are required to wear their issued body armor while engaged in field activities, unless exempted as follows:
 1. When an agency approved physician determines that an officer has a medical condition that would preclude use of body armor.
 2. When the officer is involved in undercover or plainclothes work that his or her sergeant or bureau commander determines would be compromised by use of body armor.
 3. With permission of the bureau commander when the officer is assigned to perform an administrative function.
 4. When the department or supervisor determines that circumstances make it inappropriate to mandate body armor (i.e. - weather conditions or special assignments).
- B. Sworn personnel assigned to the detective division will not be required to wear body armor for normal daily activities. Members of the detective division will have their body armor readily available when working and are encouraged to wear it even when not mandated by this policy. Officers will be required to wear body armor any time they are engaged in a situation where there is a heightened risk of injury or death. High risk situations include but are not limited to:
 1. Participation on the entry team when serving search warrants;
 2. Serving high risk arrest warrants;
 3. Contact with a person known to have a history of violence or threats of violence;
 4. Contact with a person with history of weapon violations; and
 5. Contact with known dangerous or violent felons.

- C. Body armor must be worn in accordance with manufacturer's guidelines.
- D. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required.

17.3.3 Care and Maintenance of Body Armor

- A. Each officer is responsible for the proper storage of body armor in accordance with manufacturer's instructions and daily inspection for signs of damage and general cleanliness.
- B. As dirt and perspiration may erode ballistic panels, each officer will be responsible for cleaning his or her body armor in accordance with the manufacturer's instructions.
- C. Employees are responsible for reporting any damage to their assigned vest to their supervisor.
- D. The Sheridan Police Department will replace body armor that is worn, damaged or scheduled for replacement per the manufacturer's recommendations. The employee will be responsible for replacement costs if damage is due to misuse or abuse.

17.3.4 External Vest Carriers

- A. The department will provide each officer level IIIA vest panels, an internal vest carrier, authorized accessory pouches and a black Angel Armor R.I.S.E. armor system RUC load bearing vest upon the expiration of their current duty vests. The purpose for the external vest option is to disperse weight from the officers' waist and hips and to accommodate comfort.
- B. The only authorized accessories to be worn on the external vest carriers are a department issued portable radio, department issued Taser, a department issued O.C. canister and two pairs of department issued handcuffs. Accessory carrying pouches will be issued with each vest.
 - 1. Tasers will be worn to accommodate a reactive hand draw only and shall be mounted utilizing an issued Blackhawk retention holster and adapter.
 - 2. Portable radios will be worn on the opposite side of the Taser.
 - 3. O.C. shall be worn next to the radio.
 - 4. Handcuffs shall be worn on the sides or near the small of the back.
- C. Given the freed up space on the duty belt, officers wearing an external vest shall wear a tourniquet on the duty belt in the space vacated by the Taser.
- D. Officers are required to wear their badges and issued nametags on the external carriers. Sew on patches are not authorized on the vest carrier.
- E. Knives, magazines or any other equipment not specified in this policy, are specifically prohibited on the external carriers.
- F. Officer Elective Purchase
 - 1. Officers may have the option to purchase an external vest carrier at their own expense if they do not wish to wait for a new vest.
 - 2. The only authorized items for external vest wear through personal purchase are:
 - a. The black, R.I.S.E. armor system RUC load bearing vest with a vertical mic tab, reinforced badge area, blank nameplate area and a load bearing back.
 - b. Department issued portable radio, department issued Taser, a department issued O.C. canister and two pairs of department issued handcuffs.Accessory carrying pouches will be purchased by the officer.

- c. Officers who purchase the external vest carriers do so at their own expense and will be issued a complete load bearing vest system upon the expiration of their current vests.
- G. Officers wearing an external vest carrier may wear a department issued uniform shirt, a department approved undershirt, or in inclement weather, a department issued or approved jacket.



Sheridan Police Department
Policies and Procedures
17.4 Replaces 304.5
Chapter 17 – Uniforms & Equipment
Section 4 – Clothing & Equipment Allowance

Date: January 1, 2013
Revised: 02/09/2022

Signature:

Clothing allowances are intended to encourage professional dress by non-uniformed officers by reimbursing them for special items of clothing.

17.4.1 Clothing Allowance

- A. Non-uniform sworn members of the police department are eligible for reimbursement of clothing purchases.
- B. Clothing allowances are \$400 per year.
- C. Clothing allowances are provided so recipients may dress in a manner which reflects professionalism. Clothing reimbursements are limited to the following items:
 1. For males:
 - a. Business suits;
 - b. Sport coats;
 - c. Dress slacks;
 - d. Dress shirts;
 - e. Ties;
 - f. Polo shirts (imprinted with the department badge or authorized logo and officer's name); and
 - g. Dress shoes.
 2. For females:
 - a. Business suits;
 - b. Blazers;
 - c. Dress slacks;
 - d. Dress blouses;
 - e. Polo shirts (imprinted with the department badge or authorized logo and officer's name); and
 - f. Dress shoes.
- D. Employees will request funds by submitting receipts to their bureau commander through the chain of command. The bureau commander will review for eligibility and forward the information to the administrative assistant who will record all receipts and initiate disbursement of funds.
 1. Receipts may be submitted annually, or at the time of purchase.
 2. Any officer who has receipts in excess of the allowance will need to pay the excess.
 3. The reimbursement will be issued for the actual amount of money spent, to the maximum allowance, by personnel in each quarter.



Sheridan Police Department
Policies and Procedures
17.5 Replaces 304.5
Chapter 17 – Uniforms & Equipment
Section 5 – Department Equipment

Date: January 1, 2013
Revised: 02/09/2022

Signature:

17.5.1 Department Equipment

- A. Employees will use department equipment only for its intended purpose in accordance with established procedures and will not abuse, damage, modify or lose that equipment. They will maintain all equipment assigned to them in good condition. Employees will not convert department equipment to their own property.
- B. Employees will immediately report any damage to department property or equipment assigned to them. In addition, employees will report any inoperative, defective, or hazardous equipment that comes to their attention.
- C. Employees who lose a department issued weapon, police badge, police identification card, key, key card, police radio, or assigned computer will immediately report such loss to their supervisor. Loss of any other department equipment will be reported to the supervisor in writing by the end of shift.
- D. Losing, damaging, or wasting department property or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. Equipment damaged by an employee while in the line of duty shall be reported in writing to the employee's immediate supervisor.
- E. The supervisor will investigate the loss or damage of any issued equipment and prepare a written report including his or her findings and recommendations for replacement of the items.
- F. If it is determined that the employee was negligent in the loss or damage of departmental equipment, the employee may be required to reimburse the department for all or part of the cost of the item(s).
- G. Employees shall not permanently mark issued equipment with initials or personal marks.
- H. The police property manager is responsible for dispensing police equipment.
- I. To replace worn or damaged equipment, employees shall notify the property manager through the chain of command.
- J. Employees will turn in all department equipment assigned to them as directed. Upon termination of employment, all department owned property in an employee's possession will be promptly returned prior to receipt of the employee's final paycheck.
- K. Any unit that stores specialized equipment must have the equipment in operational readiness and that equipment must be inspected on a regular basis.
- L. Equipment that is available for use by all department members shall be promptly returned after use and no later than the end of shift.

M. The patrol operations lieutenant shall maintain a centralized log in the department's computer system titled SPD OFFICER EQUIPMENT LOG. The log will be maintained by sergeants or higher. Officer shall not have access to edit the log. The log will be updated when:

1. A new officer is hired and initially issued equipment.
2. Equipment is found to be damaged or lost and needs to be re-issued.
3. Twice a year (January, and June) patrol sergeants will visually conduct an inspection of all their shift member's equipment to ensure they have the correct
4. An officer separates from the department equipment will be turned in directly to a sergeant who will document in the SPD OFFICER EQUIPMENT LOG that the equipment was turned in, and where the sergeant left that equipment.

17.5.2 Firearms Cleaning

- A. Personnel will have clean firearms.
- B. Supervisors should conduct periodic inspections to determine firearm conditions.

17.5.3 Identification Cards

- A. Officers will be issued official photo identification cards by the department through the Wyoming Department of Transportation Driver Services Division.
- B. Identification cards shall meet the requirements of United States Code Title 18, Section 926B authorizing concealed carry of firearms in other jurisdictions.
- C. Identification cards shall not be altered, transferred, exchanged, or loaned.
- D. Department members shall not use another member's badge or identification card, nor shall they permit any person to use their badge or identification card.
- E. Officers assigned to duties not requiring the wearing of the police uniform shall be prompt to display their badge and to verbally identify themselves when the necessity arises.
- F. Officers shall at all times while on duty carry their badge and identification card with them, or have them readily available except when not practical because of special assignment.



Sheridan Police Department
Policies and Procedures
18.1 Replaces 404.2, 404.3, 404.4, 404.6
Chapter 18 – Traffic
Section 1 – Enforcement

Date: January 1, 2013
Revised: 02/09/2022

Signature:

The Sheridan Police Department is committed to promoting the safe and expeditious flow of vehicular and pedestrian traffic through equitable application of traffic law enforcement, with the ultimate goal being the voluntary compliance to traffic laws.

18.1.1 Purpose

- A. It is the policy of the Sheridan Police Department to encourage all officers to enforce traffic laws with a high degree of emphasis placed on those violations which contribute to crashes and that create hazards to vehicular and pedestrian traffic.
- B. Officers shall take appropriate enforcement action, whenever possible, for each traffic violation observed or reported to them. The officer's action should demonstrate a professional demeanor and be accomplished in an impartial manner with the goal of altering the violator's future driving behavior.
- C. As sound traffic enforcement is a fundamental tool to positively affect and control crash rates and public safety, actions taken by officers to improve traffic safety will be reflected in appraisal of that officer's performance.

18.1.2 Enforcement Procedures

- A. Traffic enforcement action taken by officers may consist of:
 - 1. Physical arrest;
 - 2. Citation
 - 3. Warning
- B. When considering what enforcement actions should be taken against any traffic violator, the officer shall consider the totality of the circumstances. These circumstances include, but are not limited to:
 - 1. The severity of the violation;
 - 2. The state of mind and intent of the motorist;
 - 3. The conditions in the area, i.e., weather, traffic volume, pedestrian traffic, road surface, etc., and the effect the conditions have had on traffic;
 - 4. Whether a traffic crash resulted;
 - 5. The threat the violator poses to the public;
 - 6. The prior motor vehicle record of the violator;
 - 7. Whether the traffic violation resulted from a recently enacted and possibly unfamiliar motor vehicle law; and
 - 8. The credibility of mitigating circumstances offered by the traffic violator.

- C. Officers should conduct traffic stops in a manner that reflects the training they received at the Wyoming Law Enforcement Academy and during the Field Training Program, with a focus on the safety of the public, the officer, and the violator. The department acknowledges that no two traffic stops are alike. Varying conditions regarding the engineering of the particular roadway, the urgency to stop the violator (impaired driver), and the existing volume of traffic may require adjusting or altering the recommended procedure.
- D. Once the officer has stopped the violator and approaches to a point where communications can begin, the following guidelines should be followed in terms of officer-violator relationships:
 1. The officer should greet the violator in a courteous manner, identifying him or herself and explaining the reason for the traffic stop.
 2. The officer should ask for the violator's operator's license, vehicle registration and insurance information.
 3. If the operator has no driver's license, the officer should obtain another document of identification.
 4. If the enforcement action requires a court appearance, the officer should make sure the violator knows where and when to appear.
 5. The officer should return the violator's operator's license, registration, and a copy of citation or written warning.
- E. When circumstances warrant it, officers may conduct a high-risk traffic stop. These stops can be disruptive to the travelling public and escalate situations and so they should only be used when necessary based on the information known by the officer at the time of the stop. Officers should consider high-risk stops when contacting a person suspected of a serious violent crime or when information known indicates the violator may attempt to flee either by vehicle or foot.
 1. Officers will conduct high-risk stops in accordance with procedures learned in training.
 2. When conducting high-risk stops, officers will coordinate with other units to make the stop together.
 3. Officers should make use of a cover and concealment during the stop.
 4. Only one officer will give commands at a time.
- F. Violator Procedures
 1. Processing of non-resident traffic violators may be handled as any other traffic violator with reliance on sanctions through the Drivers License Compact (Wyoming Statute 31-7-201) in which member states agree to reciprocally suspend the licenses of any of their residents who fail to honor citations or summonses issued by other member states, or as permitted in Wyoming Statute 31-5-1204 (e) providing for the posting of bond by non-residents.
 2. The procedure for handling juvenile traffic law violators will generally be the same as for adults, except juvenile court has jurisdiction over traffic violations if the suspect is charged with a felony or misdemeanor punishable by imprisonment for more than 6 months. In accordance with state statute, officers will notify a parent/guardian if a citation is issued or an arrest is made.
 3. United States senators and congressman in all cases except treason, felony, and breach of peace shall be immune from arrest while going to, returning from and attendance at sessions of their respective houses. (United States Constitution, Article 1, Section 6.)

4. Wyoming legislators in all cases except treason, felony, violation of their oath of office and breach of peace shall be immune from arrest while going to, returning from and attendance at sessions of their respective houses. (Wyoming Constitution, Article 3, Section 16.)
 5. Foreign diplomats and consular officials should be afforded their respective privileges, rights and immunities as directed by international law. See section 10.2. Issuance of a citation does not constitute an arrest or detention.
 6. Military personnel who have committed a traffic violation shall be handled as any other traffic violator.
- G. At the time a motorist is charged with a violation, the officer will give him or her a copy of the citation. The delivering officer should make every reasonable effort to explain to the violator the charge, court date and time, court appearance or forfeit procedures, and bond.

18.1.3 Uniform Enforcement

- A. Uniform enforcement is a critical element of an effective traffic enforcement program. The public will be more supportive of enforcement that is justly and impartially administered than that which lacks uniformity in application.
- B. Traffic enforcement actions shall be taken in a uniform and consistent manner.
- C. The intent of this section is to set forth general guidelines for uniform enforcement action in routine situations. Uniform application is not always possible due to the varying circumstances that are encountered. Regardless of the circumstances, enforcement action should be based upon principles of sound judgment and consideration of the conditions surrounding the violation based on the police officer's training and experience.
- D. Driving while impaired by alcohol and/or controlled substances
 1. Department members should be constantly alert for impaired drivers.
 2. An arrest should be made when probable cause exists to believe a driver is impaired.
 3. When officers contact impaired individuals who are attempting to operate a motor vehicle, the officers should make arrangements to ensure they do not drive.
- E. Driving while operating privilege is suspended or revoked
 1. During traffic enforcement activities, officers will encounter drivers who have had their driving privileges suspended or revoked.
 2. Operators driving while under suspension or revocation have already been deemed to be a hazard on the roadways and should be cited for a first offense. An arrest should be considered if the offender has had multiple suspension offenses.
 3. If the violator has produced a license that has been suspended or revoked, the officer shall confiscate the license and return it to the state.
 4. After the traffic stop has been completed, officers shall advise these drivers they may not continue to drive.
- F. Speed violations
 1. Officer discretion and judgment should be used in enforcement of speeding violations keeping in mind the conditions and circumstances at the time of the violation.
 2. Drivers exceeding the posted speed limit by less than 10 mph may be warned or cited.
 3. Drivers exceeding the posted speed limit by 10 mph or more should generally be cited.
- G. Other hazardous violations
 1. Hazardous violations are those violations that pose a direct hazard to the safe and efficient flow of traffic.

2. Drivers commit a number of different hazardous violations. These violations contribute substantially to the frequency and severity of traffic collisions.
3. A police officer's enforcement action should be consistent with the severity of the violation. Officers should generally issue citations for the following violations:
 - a. Reckless or careless driving;
 - b. Following too close;
 - c. Failure to yield the right-of-way;
 - d. Disobeying a traffic signal or stop sign.

H. Equipment violations

1. Officers may take enforcement action against the operators of motor vehicles that are in violation of the various laws and ordinances dealing with equipment on the vehicles. Officers should use their discretion on the issuance of warnings versus citations.
2. Generally, a warning can be issued on this type of violation with the possibility of a citation if the matter is not corrected.

I. Commercial vehicle violations

1. State law requires many operators of commercial vehicles to possess a valid commercial driver's license (CDL). Officers should be familiar with the special restrictions and requirements for persons with CDLs.
2. Except for the special requirements placed on commercial vehicle operators by law, they should be treated the same as other highway users with regards to enforcement of traffic laws.

J. Non-hazardous violations

1. Non-hazardous violations are defined as violations of laws affecting the use of streets or highways but not enacted primarily to regulate the safe movement of vehicles and pedestrians.
2. The decision to warn or cite a violator for a non-hazardous violation will ultimately rely on the officer's judgment based on the conditions and circumstances at the time of the violation.

K. Multiple violations

1. Often a traffic law violator will violate more than one law at a time.
2. Officer discretion should be used in dealing with a multiple violation situation. The issuance of one citation for the most serious violation and warnings for the other violations may serve the purposes of effective traffic enforcement. However, in some cases multiple citations may be warranted based on the judgment of the officer.

L. Newly enacted laws

1. When new laws are enacted that govern motor vehicle operations, the department will conduct an awareness campaign to inform drivers of the new law. Enforcement will generally be limited to warnings during this period.
2. Tolerance should be granted in enforcing a new law which the motorist may not yet be familiar with. A period of warnings is appropriate until familiarity is obtained depending upon the nature of the law.

M. Violations resulting in traffic crashes

1. Violations resulting in crashes should be handled most times with a citation as the violation committed is more often than not the cause of the crash.
2. The action taken should be based upon driver's accounts, witness statements and physical evidence.

N. Pedestrian and bicycle violations

1. City ordinances and state statutes regulate the movements of pedestrians and bicycles upon city streets and sidewalks. Officers should be familiar with these laws. Officers are encouraged to take some type of enforcement action whenever violations of pedestrian or bicycle laws are observed.
2. Often, officers may use these laws as educational tools when contacting violators.
3. Officer discretion and judgment should be used on whether to issue a citation or warning. Most infractions related to pedestrians or the use of bicycles can be remedied by warnings. A citation should be issued where the conduct is repeated or is relatively serious, i.e. results in property damage or physical injury.

18.1.4 High Visibility Traffic Enforcement

- A. The department's high visibility traffic enforcement function will include procedures for analysis of traffic crashes and traffic enforcement activities.
- B. It will also include procedures for the implementation of high visibility traffic enforcement techniques and procedures. These procedures may include assigning officers to areas, or times, of need as identified by an analysis of traffic records. Officers may be assigned to directed patrols or stationary observation to identify certain hazardous traffic law violations.
- C. Traffic Analysis
 1. The patrol operations lieutenant is responsible for traffic analysis. He or she shall conduct statistical analysis of crash and enforcement data.
 2. The analysis of traffic crashes should result in identifying high hazard areas and the types of violations causing crashes.
- D. High Visibility Enforcement
 1. Selective enforcement activities shall be based on the analysis of traffic crashes and traffic-related calls for service.
 2. To provide a rotating system of directing "routine" patrol into specific traffic problem and high complaint areas, or times, the patrol operations lieutenant will designate specific areas, times, or violations for officers to patrol. Employees should forward all information concerning complaints they receive or have in regards to specific problems with traffic or potential traffic hazards, to the operations lieutenant for placement on the directed patrol list.
 3. To provide a system of recording information pertinent to those areas, or times, officers will track time spent conducting directed patrol and the results. This information will be entered into the CAD system and be provided to the shift supervisor for inclusion in the monthly report.
 4. The patrol operations lieutenant will track and evaluate the enforcement information, and make adjustments as needed.
 5. The public may be notified of directed patrol dates and locations through available media outlets.

18.1.5 Performance Standards

- A. The patrol operations lieutenant will regularly establish performance standards in the area of traffic enforcement for all patrol personnel including corporals and sergeants to ensure that the safety concerns of the citizens are being met and to ensure that all officers are actively engaged in traffic enforcement.

B. The patrol operations lieutenant will on a regular basis, determine the number of traffic enforcement activities generated by the patrol division. After considering the level of community activity, crash rates, citations issued, traffic arrests made, past history of enforcement, and new ordinance or statutory concerns, an overall traffic enforcement objective will be determined. The patrol operations lieutenant will closely monitor enforcement activity.

18.1.6 Driving While Impaired

- A. The department places a high priority on the enforcement of alcohol and drug related driving violations. Persons who are impaired due to the use of alcohol or other drugs present a significant threat to the safety of the community. Drivers are to be routinely observed for behaviors, which may indicate the influence of drugs or alcohol. Drivers who are displaying those behaviors will be investigated further to determine the degree of impairment. The investigating officer will arrest those persons determined to be under the influence in violation of the law.
- B. Officers shall note all observations leading to the suspicion that the driver is impaired and if the officer believes that there is reasonable suspicion that the driver may be impaired, the driver should be requested to exit the vehicle for further investigation.
- C. The driver should be directed to a safe (out of the roadway) location to conduct the field sobriety tests.
- D. Officers shall select, administer and record the results of standardized field sobriety tests (SFST) and others deemed appropriate to assess impairment. Standardized tests are:
 1. Walk and turn;
 2. One leg stand;
 3. Horizontal gaze nystagmus.
- E. The officer should document any voluntary statements made by the driver as well as any answers to questions asked by the officer during the investigation regarding topics such as:
 1. Drinking - what, where, how much, with whom etc;
 2. Eating;
 3. Medication use; and
 4. Physical impairments.
- F. The officer will formulate an appropriate arrest decision for the offense based on the evidence accumulated from all the previous steps.
- G. Proper arrest and processing procedures (chapter 10) will be followed.
- H. The officer shall notify the driver of the appropriate implied consent advisement:
- I. If a driver refuses a test, the officer will initiate the search warrant process.
- J. The officer will make arrangements for the security of the violator's vehicle. Officers may, in certain circumstances, release the vehicle to a licensed third party with the permission of the owner or driver. In most circumstances the violator's vehicle should be towed.
- K. The officer will offer to arrange for the transportation or safety of any passengers.



Sheridan Police Department
Policies and Procedures
18.2 Replaces 404.5
Chapter 18 – Traffic
Section 2 – Crash Investigations

Date: January 1, 2013
Revised: 02/09/2022

Signature:

The effective investigation of motor vehicle crashes is an important component of the Sheridan Police Department's crash prevention efforts. The purpose of crash investigation is to properly determine the causative factors present in the crash and utilize these factors to develop enforcement programs intended to reduce the frequency of crashes.

18.2.1 Crash Investigation and Reporting

- A. The Sheridan Police Department will respond to all reported traffic crashes.
- B. Wyoming Statute 31-5-1105 requires the driver of a vehicle involved in a crash to report the crash to law enforcement when the crash results in:
 - 1. Injury or death of any person;
 - 2. Property damage to an apparent extent of one thousand dollars (\$1000) or more; or
 - 3. Disabling damage to a vehicle preventing its normal and safe operation;
- C. The Sheridan Police Department will complete a crash report on any crash, regardless of injury or the amount of property damage, when one or both parties involved requests that a report be completed at the scene. Officers shall neither advise nor encourage any person involved in a collision to forgo the completion of a crash report.
- D. Additionally officers will investigate:
 - 1. Hit and run crashes;
 - 2. Crashes due to impairment by alcohol and/or drugs;
 - 3. Crashes resulting in leakage of hazardous materials;
 - 4. Property damage in which the property owner is not able to be located;
 - 5. Crashes on private property resulting in injury;
 - 5. Any traffic crash involving city property, vehicles, equipment, or facilities.
- E. While persons filing a delayed report may limit the investigative ability of the officer, every accident reported will be investigated.
- F. Crash data for State reportable incidents is submitted by the department to the state. That data is available to the City of Sheridan and State of Wyoming engineering divisions for analysis of traffic incidents as they relate to the engineering function.

18.2.2 Crash Response

- A. Death or life-threatening injury

A police supervisor as well as an officer trained in advanced crash investigation techniques should be called to the scene of all traffic crash fatalities or crashes resulting in life threatening injuries. The officer trained in advanced crash investigation techniques may be from an outside agency, such as the Wyoming Highway Patrol. The initial responding officer will be

- responsible for the crash scene unless properly relieved by another officer. Command staff will be notified and in the case of fatalities the coroner and detective division supervisor will be notified.
- B. Hit and run
The initial responding officer will investigate all hit and run crashes, regardless of the time frame in which the crash is alleged to have occurred.
 - C. Impairment due to alcohol or drugs
If the investigating officer believes that alcohol and/or drugs played a role in a traffic crash; the officer should take all steps necessary to fully investigate. For instance, the investigating officer may request the assistance of a drug recognition expert to assist.
 - D. Damage to public vehicles or property
Every traffic crash involving a vehicle owned by the City of Sheridan, which is in motion, which results in property damage shall be immediately reported to the on-duty police supervisor by the investigating officer. Crashes involving police department vehicles may be investigated by a supervisor or an outside agency at the discretion of the supervisor or a command officer.
 - E. Hazardous materials
The initial responding officer shall notify the on-duty supervisor in the event of a crash involving suspected hazardous materials. The officer will be responsible for ensuring that the appropriate resources are notified. Employees should consult the department of transportation emergency response guidebook for procedures in dealing with hazardous cargo.
 - F. Disturbances between drivers or occupants
Officers shall be assigned to any report of a crash in which the principals have become involved in a disturbance or altercation.
 - G. Major congestion as a result of the crash
The initial responding officer may request additional units for assistance in the event of traffic congestion as a result of the crash. The additional officers will render all appropriate assistance to clear the congestion as rapidly as possible so as to permit the initial responding officer to investigate the crash. When roadways are congested due to a traffic crash, the supervisor may approve contact with news media so that motorists may be advised of delays and suggested alternative routes.
 - H. Damage to vehicles to the extent towing is required
Officers may cause disabled vehicles to be towed from crash scenes. If possible, the owner or driver should be allowed to specify a towing company, provided this will not unduly delay clearing the roadway. The next available wrecker from the wrecker list maintained by the communications center should be called if the owner is not present or has no preference.

18.2.3. Crash Scene Responsibilities

- A. Responsibilities of the initial responding officer at a crash scene include, but are not limited to:
 1. Positioning the police vehicle in a manner that protects the crash scene and the victims, witnesses and investigating officers from further damage or injury.
 - a. The vehicle should be parked far enough away from the scene to give ample warning to oncoming traffic.
 - b. Traffic cones, road flares and/or crime scene tape may be used as needed.
 - c. Officers should wear reflective vests when working in traffic.

2. Taking charge of the crash scene until properly relieved, and evaluating the conditions to determine whether there is a need for more personnel and if so the type.
3. Identifying and assisting the injured, if any (i.e. rendering first aid, requesting emergency medical services, etc.) If injured are transported from the scene, officers will assume responsibility for their property remaining at the scene and arrange for its return.
4. Assessing the scene for the presence of hazards (i.e. leaking fluids, fuel, exposed power lines, or slippery conditions.)
 - a. In the event the crash results in a fire, the officer should immediately request fire personnel be dispatched. The officer should identify the location, the type of vehicle and cargo, and any other pertinent information. If possible, the officer should then make reasonable attempts to extinguish the fire with a fire extinguisher prior to the fire department's arrival.
 - b. In the event the crash results in a fuel or chemical spill, or a ruptured shipping container, officers on the scene will:
 - i. Approach the scene cautiously from upwind;
 - ii. Request the dispatch of fire department Haz-mat personnel;
 - iii. Secure the scene without allowing anyone to enter the immediate hazard area;
 - iv. Identify the hazards using the chemical identification numbers on department of transportation placards posted on involved vehicle/s. Alternate means of identifying the hazards include conferring with fire personnel on the scene, inspecting shipping papers and/or interviewing the driver of the involved vehicle/s;
 - v. Secure a safe perimeter around the scene using available information about the hazard.
 - vi. Avoid walking into or touching spilled materials;
 - vii. Avoid inhalation of fumes, smoke and vapors, even if no dangerous goods are known to be involved.
 - c. In the event the crash results in damage to any utility, the officer on the scene will request communication personnel to notify the appropriate utility company for repairs.
 - d. In the event the crash is a result of a road hazard such as ice on the roadway or damaged roadway, the officer on the scene will relay this information to the communications center, who in turn will notify the city street department or other responsible agency.
5. Collecting and recording short-lived evidence.
6. Examining and recording (photograph, diagram, and note) scene conditions and related factors including, but not limited to:
 - a. Street surfaces;
 - b. Visibility of warning signs or devices (signal lights, pavement markings, etc.);
 - c. Lighting conditions;
 - d. Any hazards that require warnings to motorists; and
 - e. Damage to vehicles.
7. Locating and interviewing drivers, passengers, and witnesses.

8. Assuring the expeditious removal of vehicles and debris from the roadway. In non-injury property damage crashes, vehicles should be removed from the roadway as soon as possible to get the traffic flowing again. If a wrecker is called to the scene, it is the wrecker company's responsibility to remove the debris from the roadway. If a wrecker is not called, it is the officer's responsibility to remove the debris from the roadway to the best extent practicable.
- B. Officers should notify drivers of their reporting responsibilities to the State of Wyoming [Wyoming Statute 31-5-1106(a)] Officers should facilitate the exchange of information between drivers.
- C. Officers who investigate motor vehicle collisions should take enforcement action whenever a violation of law is believed to be a causative factor in a traffic crash, or when a driver is otherwise in violation of the law. Thorough investigations of traffic crashes are the responsibility of the officer and every effort should be made to determine causal factors and then take appropriate enforcement action. See Section 18.1.

18.2.4 Crash Investigation Follow-up

- A. Collecting off-scene data
 1. If immediate investigative duties at the crash scene prevented the thorough collection of evidence, the investigating officer will procure necessary items of evidence from damaged vehicles at the wrecker company as soon as possible following the incident.
 2. In alcohol/drug related crashes, the officer will obtain breath tests, blood samples, or utilize the assistance of a drug recognition expert.
 3. Collection of off-scene data or evidence may require a search warrant if the collection does not fall into one of the above mentioned categories. The prosecuting attorney's office should be consulted as appropriate for guidance.
- B. Obtaining and/or recording formal statements from witnesses
In crash investigations involving life-threatening injuries or fatalities, the investigating officer should obtain either a written or tape-recorded statement from all witnesses. This formal statement should be conducted at least several hours after the actual occurrence of the crash as the initial verbal statement may have been made during a highly stressful time.
- C. Advanced crash investigation
 1. In crashes resulting in life threatening injuries or in a fatality, an officer trained in advanced crash investigation techniques or crash reconstruction may be assigned to assist in the investigation.
 2. Reconstruction techniques may involve the use of large-scale diagrams, speed estimates derived from the application of mathematical formulas, technical examination of vehicle parts, and scientific experiments.
- D. Preparing formal reports
Crashes resulting in fatalities or life threatening injuries often require more than normal documentation. Besides the standard crash report form, the investigation may require other documents including, but not limited to, the following:
 1. Medical examiners report on cause of death;
 2. Statements of principals and witnesses;
 3. Interviews to determine driver activity prior to the crash;
 4. Measurement charts;
 5. Documentation of speed estimates;

6. Mathematical formulas and scale diagrams.
- E. Request for drivers' license reexamination

Crash reporting, routine enforcement, and investigation activities may lead to the discovery of drivers who have a suspected incompetency, through physical or mental disability, disease or other condition, which might prevent the person from exercising reasonable care over a motor vehicle. Officers detecting such a person should request a re-examination by the Wyoming Department of Transportation.



Sheridan Police Department
Policies and Procedures
18.3 Replaces 404.1
Chapter 18 – Traffic
Section 3 – Parking Enforcement & Abandoned Vehicles

Date: January 1, 2013
Revised: 02/09/2022

Signature:

Parking violations shall be enforced impartially and with the best interest of the community in mind.

18.3.1 General Information

- A. It shall be the responsibility of all patrol officers to take enforcement action against parking violators observed during the normal course of their duties and to properly respond to complaints of illegally parked vehicles.
- B. Police officers shall enforce parking regulations in accordance with the state law and city ordinances.
- C. Consistency in enforcement will provide a better understanding by the general public as to the basis for and circumstances in which parking ordinance violations are enforced by the Sheridan Police Department.
- D. Impartiality in enforcement will provide a better acceptance by the general public of parking violation enforcement by the Sheridan Police Department.
- E. If an illegally parked vehicle is located, the officer may:
 - 1. Attempt to locate the owner and have the owner remove the vehicle;
 - 2. Issue a warning or parking citation;
 - 3. Cause the vehicle to be towed away when it presents a hazard or meets the criteria for an abandoned vehicle.
- F. It is understood that there may exist incidents or circumstances not covered under this policy and every violation presents a unique set of circumstances that will require officers to consider all facets of their training and experience when selecting the proper course of action to take.

18.3.2 Parking Violations

For the purposes of defining policy, parking violations can best be grouped into these areas:

- A. Violations which represent a hazardous condition, a public nuisance, or a prior moving violation. This area represents an area where citing a violator may be more appropriate than warnings.
 - 1. Hazardous Violations
 - a. Parking in an area restricted for emergency access:
 - i. Fire lanes;
 - ii. Too close to a fire hydrant.
 - b. Corner parking;
 - c. Parking to obstruct the view or flow of traffic; and
 - d. Other violations that may cause a serious incident to occur or that otherwise pose a potential threat to public safety.

2. Public Nuisance
 - a. Parking in residential areas that block access;
 - b. Alley parking in commercial areas that block access;
 - c. Parking on sidewalks where pedestrian traffic is blocked forcing the pedestrian to use the street.

3. Prior Moving Violations

Violations such as left wheels to the curb generally mean that the violator had to drive down the wrong side of the roadway. To regain access to the roadway, the driver must again drive down the wrong travel lane.

B. Violations which do not represent a hazard, a prior moving violation, or a public nuisance

1. The violations in this area do not represent violations in which public safety or convenience is threatened.
2. Violations in this area require that sound and fair judgment be used.
3. Included in this area are:
 - a. Parking on the curb but not obstructing pedestrian flow;
 - b. Parking too far from the curb but not causing a hazardous situation;
 - c. Parking in a yellow zone where no extraneous factors exist and none are likely to exist;
4. In these areas, enforcement action, other than warnings, is not appropriate unless prior warnings have been given without success or it is necessary to cite to effectively control a situation.

C. Unauthorized parking violations on private property.

1. Parking in places that are posted "no unauthorized parking" by the property owner. Violations of this nature represents an area where citing the violator is more appropriate than warnings.
2. Parking in areas that are not posted, but the owners or representative requests that violators be removed. In these incidents, enforcement action other than warnings is not appropriate, unless prior warnings have been issued, or it is necessary to cite to effectively control the situation.

D. Handicapped parking

1. Officers are to enforce violations of the handicapped parking ordinance.
2. State law provides authority to enforce this violation in private parking lots. Wyoming Statute 31-5-501.

E. Snow Removal Emergency

Upon declaration of a snow emergency by the mayor or his designee, department employees will assist in removing parked vehicles from designated snow emergency routes. Sheridan City Ordinance 16.25.1.

18.3.3 Towing Abandoned Vehicles

- A. Any officer who has reasonable grounds to believe that a vehicle has been abandoned may remove the vehicle (Wyoming Statute 31-13-104). A vehicle is presumed to be abandoned if it is left unattended on a highway for more than twenty-four (24) hours after a notice of intent to impound has been placed on it.
- B. During the summer months, from May 1st through September 30th, no vehicle shall be considered abandoned for purposes of Wyoming Statutes 31-13-101 through 31-13-114 unless

- it has been left unattended for seventy-two (72) hours after a notice of intent to impound has been placed on it per city ordinance 11-13.
- C. Removal of abandoned vehicle from highway:
 - 1. When a vehicle is suspected of being abandoned, an officer shall place a notice of intent to impound abandoned vehicle label on the vehicle.
 - 2. If the abandoned vehicle sticker does not obtain the desired result, the officer will attempt to identify and contact the owner for resolution of the issue prior to towing the vehicle.
 - 3. After the time required in A or B above, the towing officer will complete the Sheridan Police Department impounded vehicle report as well as the enforcement agency section of the abandoned motor vehicle report FSAV-203.
 - 4. The vehicle shall be towed to and impounded at the responding tow company impound lot.
 - 5. The officer shall retain the goldenrod copy of the abandoned motor vehicle report (MVAV-203) for the records division. The rest of the copies go to the Sheridan County Sheriff.
 - D. It shall be the policy of the Sheridan Police Department not to tow abandoned vehicles from private property. Private property owners have the right to have the vehicles removed at their own expense. Citizens do have an additional remedy pursuant to Wyoming State Statute 31-13-109.
 - E. Towed vehicles may be claimed at the appropriate towing company.
 - F. Unclaimed vehicles will be disposed of through the process outlined in State Statute 31-13-109.

18.3.4 Vehicle Towing

- A. Officers have been granted the authority to tow vehicles. Wyoming State Statute 31-5-508 provides that an officer may tow a vehicle if it is obstructing traffic or otherwise deemed to be a hazard, is believed to be stolen, or upon the custodial arrest of the driver.
- B. Officers may also tow a vehicle as part of a criminal investigation if the vehicle contains evidence or if the vehicle itself is a piece of evidence.
- C. During street closures for special events, it is the responsibility of the permit holder to remove any vehicles that they desire to be towed. Officers may provide reasonable assistance in an attempt to have the owner remove the vehicle.
- D. Officers should consider other options rather than towing when possible. Other options may include;
 - 1. Allowing the vehicle to remain legally parked;
 - 2. Allowing another individual to safely remove the vehicle upon the owner's request.
- E. Officers shall refrain from towing vehicles when the drivers have been issued a citation for a violation of law but not placed into custody, unless clearly articulable circumstances exist that necessitate the removal of the vehicle. Supervisor permission shall be required in such circumstances.

18.3.5 Vehicle Inventory

- A. The department recognizes that during the course of business it may be necessary to tow certain vehicles. In an attempt to protect personnel and the public against injury or damage due to hazardous substances contained in the vehicle, to protect personal property in the

- vehicle, and to protect the department against false claims of vehicle damage or loss of property, all vehicles towed at the direction of the department shall be inventoried.
- B. Every vehicle towed by the Sheridan Police Department will be inventoried using the Sheridan Police Department Vehicle Inventory Report prior to removal by the wrecker service.
1. All compartments and containers within the vehicle will be inventoried. The inventory shall include documenting contents by location (under driver's seat, in glove box, in trunk, etc.)
 2. Officers are to document the vehicle's condition on the impound sheet including apparent damage, accessories, and missing equipment or parts.
- C. Documentation of vehicle's contents:
1. Officers shall never inventory a vehicle without their BWC recording.
 2. Items with an apparent value of \$100.00 or more, will be specifically noted and listed on the inventory report.
 3. Numerous bundled items (tools in a toolbox, clothing in luggage, garbage, groceries, etc....) may be listed as one item on the inventory form and may additionally be captured by photograph or body worn camera footage..
 4. When a vehicle's interior is in extreme disarray with garbage and clutter to the extent it prohibits a detailed inventory- the condition shall be noted on the inventory and recorded by either photograph or body worn camera footage.
 5. In rare occasions items of extreme value may be located in a vehicle which could cause an increased potential for theft to occur once outside the officer's custody. Officers may consider seizing these high valued items and holding them for safekeeping in the department's evidence. These items will be documented on the inventory report as "removed" and logged into the department's record system as safekeeping.
- D. If during the course of the inventory procedure contraband is observed, the contraband shall be seized, processed as evidence and case documentation presented for prosecution.



Sheridan Police Department
Policies and Procedures
18.4 Replaces 404.7
Chapter 18 – Traffic
Section 4 – Traffic Direction

Date: January 1, 2013
Revised: 02/09/2022

Signature:

Traffic direction and control is a joint function between the police department, the Wyoming Department of Transportation, and the city engineering division to ensure safe and efficient movement of vehicles and pedestrians. The majority of traffic control and direction will be by unmanned mechanical devices such as signals and signs or pavement markings.

18.4.1 Manual Traffic Direction

- A. Police officers shall be assigned to carry out traffic control functions only at those times and places where human intervention is required to ensure safety and efficiency, and only until such time that the problem is resolved or temporary traffic control apparatus can be installed.
- B. Under normal circumstances, the patrol division will handle manual direction of traffic. Manual direction will be used in situations where traffic control signals or devices are not present or adequate or when emergency conditions dictate the manual control of traffic. These include crashes, disabled vehicles, and special functions.
- C. Direction of traffic by an officer will be handled in a manner that will enable drivers and pedestrians to recognize and respond to verbal and gestured motions.
 - 1. To stop traffic an officer extends his or her arm outward with the palm toward the car to be stopped. The officer may use verbal and/ or whistle commands to enhance the physical gesture.
 - 2. To start from the stop position, the arm will be moved at the elbow in a manner to indicate the traffic may now proceed. This is done by swinging the arm upwards (from elbow down) toward the direction in which traffic is to flow.
 - 3. Right Turns: The officer shall gesture to the driver of a vehicle turning right to perform the turn by extending the arm toward the direction in which the turn is to be made.
 - 4. Left Turns: These turns are to be made only when there is a gap in traffic or oncoming traffic is completely stopped. The officer will point in the direction of the turn when such a movement can be made safely.
 - 5. Officers may use flashlights with traffic wand attachments and/or road flares while manually directing traffic. These will be used in a manner to enhance visibility. To stop traffic, slowly swing the beam of the light across the path of oncoming traffic.
- D. Officers should remain calm and professional whenever directing traffic. There may be times when drivers and pedestrians do not understand the officer's directions or may refuse to obey such directions. The officer will handle these instances with courtesy and professionalism.
- E. All patrol vehicles will be equipped with a high visibility vest. The use of the vest will be required whenever an officer is manually directing traffic.

18.4.2 Situational Traffic Control

A. Special events

The patrol operations lieutenant or his or her designee will insure the preparation/implementation of a traffic plan for special events, which addresses:

1. Ingress and egress of vehicles/pedestrians;
2. Parking provisions;
3. Spectator control;
4. Alternate traffic routing for emergencies;
5. Emergency vehicle access;
6. Manual operation of city traffic control signals if needed;
7. Media coverage; and
8. Officer assignments and relief.

B. Fire scenes

Officers on the scene of fires will assess the hazards present and take action to minimize further damage to property or life. These may include directing traffic and/or evacuating the immediate area.

1. Officers will assist the fire department in making sure the scene is clear for emergency vehicles to enter but restrict entry to unauthorized vehicular or pedestrian traffic;
2. Officers will ensure that fire apparatus is not blocked by other traffic nor will vehicles be allowed to cross fire hoses without the permission of the fire incident commander.

C. Adverse weather

1. Adverse weather may create adverse road conditions. These include hazards such as downed power lines or other debris and natural conditions such as ice and snow or flooded roads.
2. Officers will be cognizant of changing weather conditions so emergency measures can be taken if warranted. This includes notifying snowplow crew. An officer will notify a supervisor of such problems so a determination can be made to notify the appropriate agency.
3. The on-duty supervisor must approve notification of the local radio stations, public works, fire department, emergency medical services and other local law enforcement agencies of adverse road conditions that will affect the motoring public.
4. Pursuant to Wyoming Statute 24-1-107, the police department may close a street if a dangerous condition creates a menace to public health or safety. In such cases, notification shall immediately be made to the governmental agency having control over the highway, which shall be informed of the reason for the closure. Local news media should also be made aware of the closure.
5. The on-duty supervisor will request dispatchers to notify the proper utility company and assign officers to direct traffic and safeguard movement at the scene of all downed power lines, broken gas or water mains or at construction sites when the situation endangers the safe movement of traffic.

D. Assistance to motorists

Because of the danger to the stranded motorist and to motorists on the roadway potentially affected by the stranded motorist, the department will offer reasonable assistance at all times to the motorist who appears in need of aid. This will apply at all hours of the day, but particularly during the nighttime hours when the hazards are higher.

1. Officers should be constantly alert for roadway users who appear to need assistance. Officers should freely provide information and directions upon request. In an effort to better serve the citizens, officers should become familiar with the various services and facilities available in the area.
2. For emergency incidents, which require the immediate removal of a disabled vehicle from a traveled highway, the police vehicle equipped with “push bumpers” may be used to move the vehicle to safety. Officers will not use their vehicles to “jump start” other vehicles.
3. Officers may transport stranded motorists to the nearest convenient location where assistance may be obtained, however, officers should be certain that the assistance is available. When transporting a stranded motorist, officers will ensure the in-car camera system is activated and recording for the duration of the transport. .
4. Stranded motorists should not be abandoned when exposed to a hazardous situation. Consideration should be given to traffic hazards, location, time of day, weather conditions and priority of calls for service. This does not preclude placing devices to warn oncoming traffic and clearing the scene if conditions are such that this can be done safely. Officers should periodically check to ensure the condition does not deteriorate.

E. Hazardous roadway conditions

When a hazard requires immediate correction, officers will contact the communications center with the information and identify the assistance or special equipment required. The officer will protect the scene and bystanders, and direct traffic or take any other action deemed necessary to correct the situation.

1. When a hazard is detected that represents a potential crash situation but the threat of such is not imminent, officers will notify the communications center, who will forward the information to the appropriate agency or department for correction. Officers locating hazardous debris in the roadway shall remove it whenever possible.
2. Officers shall report all highway defects to the communications center and dispatchers will contact the appropriate agency for correction. Requests for additional or new highway safety features will be forwarded through the chain of command to the chief of police who will forward the information to the appropriate department or agency.

18.4.3 Escort Services

Escort services may be provided in situations where such services would be advantageous to traffic control and direction. Coordination with outside agencies will determine the extent of such participation. It may include but is not limited to emergency vehicles, public officials and dignitaries, funerals and oversize loads.

A. Emergency escorts

1. Officers will not initiate emergency escorts without first notifying dispatch and receiving clearance by a supervisor.
2. Emergency vehicles, particularly ambulances, will not be escorted by officers except under special circumstances. Two emergency vehicles traveling together more than double the hazard to traffic. Instead of escorting an emergency vehicle, officers are encouraged to provide traffic control at intersections which allow the emergency vehicle to move quickly through intersections. One exception would be to escort an

emergency vehicle to the hospital when the driver of the emergency vehicle is not familiar with the location of the hospital. Another exception would be when the emergency equipment on the vehicle needing to be escorted is malfunctioning.

3. No emergency escort will be provided unless the officer receiving the request has reasonable grounds to believe a real emergency exists. If such an emergency exists, the patient should be transferred to an ambulance or, in the event that an ambulance is unavailable, to the cruiser for the emergency run. The driver of the civilian vehicle should be directed to proceed to the emergency medical facility at a normal speed in compliance with all traffic regulations. If in the opinion of the officer, delay or transfer would jeopardize the patient's life, the officer may escort the civilian vehicle to the nearest emergency medical facility. During such escort, all emergency equipment will be utilized and the officer will not proceed through traffic control devices without first stopping and ensuring that both vehicles can safely proceed. Vehicles carrying emergency supplies such as blood should have the supplies transferred to the patrol vehicle, if practical.
- B. Legitimate requests for scheduled escort services include funerals, motorcades and other traffic of public officials and dignitaries, oversize vehicles, and vehicles with hazardous or unusual cargo.
- C. Tactical control of the legitimate escort will be assigned to a specific commander, supervisor or officer in accordance with the complexity of the escort services being provided. The assigned officer will set the pace of the escort in accordance with prevailing conditions, and under no circumstances exceeding the pre-specified maximum speed for any segment of the route. The termination of the escort and continuance of normal traffic routes will be made when the continuation of the escort would constitute risk to the public, or is no longer necessary.
- D. Requests for escorts for local sports teams may be authorized by a patrol supervisor. The patrol supervisor shall ensure that any support vehicles to the local sports team are not involved in the escort. Support vehicles may trail the escort while obeying all traffic laws.



Sheridan Police Department
Policies and Procedures
18.5
Chapter 18 – Traffic
Section 5 – Speed Measuring Devices

Date: January 1, 2013
Revised: 02/09/2022

Signature:

The primary methods of speed enforcement will be through the use of radar.

18.5.1 Radar

- A. All personnel will complete a course of instruction while participating in the FTO program.
- B. Equipment specifications for radar
 - 1. Devices shall meet or exceed National Highway Traffic Safety Administration standards.
 - 2. The radar will operate on the Doppler principle.
 - 3. The radar will operate on the X-band, K-band, or Ka band.
- C. Operational procedures
 - 1. Each radar unit will be checked for accuracy at the beginning of the officer's shift. If Officers have modern radar units they shall ensure the radar is doing a self test with a displayed result of "PASS", when the unit is turned on.
 - a. Radar units that do not do an internal test will be tested manually at the beginning of the officer's shift. This will be accomplished using the tuning forks that are assigned to each unit and are kept in each vehicle that is assigned a radar unit.
 - 2. These checks will be done in addition to any internal calibrations that are done by the unit. If the radar fails to properly calibrate or malfunctions in any way, the unit will be taken out of service.
 - a. The officer will notify the radar administrator and submit documentation on the problem with the unit.
 - b. The radar shall be sent to the manufacturer for repair.
 - 3. Operational procedures as instructed during radar training shall be followed.
- D. Officers will be responsible for the proper care and upkeep of the radar unit and tuning forks assigned to their vehicle.
- E. All certification, maintenance and calibration records will be maintained in the office of the chief of police.
- F. Inventory, maintenance and repairs will be the responsibility of the radar administrator.

18.5.2 Radar Trailers

- A. Radar trailers are specialized pieces of equipment which contain a radar unit and a speed display screen. These units may be deployed in areas that have a high incidence of traffic crashes or citizen complaints of excessive speeds.
- B. Radar trailers shall not be used for traffic enforcement activities.

C. Personnel using a radar trailer should do so after familiarizing themselves with the reference manual. Directions for the operation of the unit will be kept with the unit.



Sheridan Police Department
Policies and Procedures
19.1
Chapter 19 – Vehicle Operation
Section 1 – Routine Operations, Maintenance and Security

Date: January 1, 2013
Revised: 02/09/2022

Signature:

Officers will spend a great deal of time driving and its importance can be easily overlooked when performing the numerous other tasks an officer may be doing at the same time. Both the department and the public expect employees to demonstrate exemplary driving behavior while exercising due regard for the safety of themselves and the public. Whether the situation is routine or emergency, the driver must be ever mindful of driving safely.

19.1.1 Routine Operation

- A. All personnel operating department vehicles shall exercise due regard for the safety of all people and comply with safe driving procedures.
- B. Only designated police vehicles will be used while on duty. Deviations from this must be authorized by the chief of police.
- C. The operator of a patrol vehicle is responsible to ensure the safety features of the vehicle are working before commencing operation. Safety equipment includes (but is not limited to) all lights, brakes, siren, horn, and steering.
- D. Only authorized Sheridan Police Department and approved vehicle maintenance personnel are permitted to operate police vehicles.
- E. It is the responsibility of every employee, whose duties include driving, to maintain a valid driver's license issued by the State of Wyoming.
- F. Drivers and all passengers will wear seat belts. Officers should buckle the seat belt for prisoners unless the prisoner's behavior makes the application of the seatbelt unsafe.
- G. Drivers shall obey all traffic laws and parking regulations unless it is necessary and legally permissible to not do so when responding to an incident.
- H. Drivers must recognize the variable factors of visibility, road surface conditions, road contour, and traffic congestion, all of which directly affect the safe operation of any motor vehicle, and drive the vehicle in accordance with those factors.
- I. Employees will not transport people in police vehicles unless such transportation is in connection with official department business or as authorized in the ride along policy or by a commanding officer.
- J. Officers on light duty status shall not operate a marked police vehicle until such time as they can return to full duty status.
- K. Excluding traffic stops and investigations, a non-canine law enforcement vehicle should not be left unattended with its engine running unless weather conditions are so extreme the engine must remain engaged. Examples include when the temperature is below zero and when fog or snow would otherwise accumulate on the windows. Vehicles shall not be left running while unattended solely to operate the air conditioner. If a vehicle battery has become too low to effectively operate, a vehicle may be left running to recharge the battery.

- L. At the scene of a crime, a motor vehicle crash or other law enforcement incident, a law enforcement vehicle shall be parked in such a manner so as to not create an unnecessary obstacle or hazard to other traffic. The emergency lights and four-way flashing lights should be used to warn other drivers approaching the location.

19.1.2 Inspection, Care and Maintenance

- A. No employee will operate any law enforcement vehicle that the employee believes to be unsafe.
- B. When a department vehicle is involved in an accident, the involved employee will render necessary aid to the injured, remove any hazards to life or property, and contact the on-duty shift supervisor immediately.
- C. Officers shall maintain the cleanliness of their assigned vehicle. Employees are responsible for fueling vehicles they use.
- D. Officers are responsible for ensuring that their police vehicle is properly equipped. Vehicle inspections shall be conducted regularly to ensure the vehicle is ready for service.
- E. Employees shall promptly report any damage to the vehicle to the shift supervisor.
- F. When a vehicle needs service or to be repaired, the employee shall notify their supervisor who will make arrangements to have the work completed. Should the vehicle become disabled, the officer shall notify a supervisor for guidance. The supervisor will determine the need for and the location of a tow, if required.
- G. Approved service providers are to be determined by the chief of police or designee.
- H. Employees shall not perform mechanical work on the car except in emergency situations. Employees may not add, move, remove, deactivate or otherwise tamper with any equipment installed on the police vehicle without prior approval of the chief of police or his designee.
- I. Supervisors will closely monitor the condition of all vehicles through regular inspections.
- J. Abuse of police vehicles will result in severe disciplinary action. Abuse may be considered by both willful and unintentional acts. Collisions or criminal charges including traffic violations that result from an employee's negligence may result in disciplinary action.

19.1.3 Security

- A. Officers shall lock the police vehicle when unattended.
- B. When officers are on vacation or any other absence of five or more days, the patrol vehicle shall be left at the police department so it is available for others to use as needed.
- C. Except for evidence, only department-approved weapons, that the officer is trained in and approved to use, may be carried in the police vehicle. Handguns shall not be left in the passenger compartment when the vehicle is parked between shifts. Firearms and all other sensitive items shall be removed from the vehicle before being left for maintenance or repair. Rifles may be left in the vehicle's rifle locking mechanism when the vehicle is parked between shifts while at the officer's home. Anytime a vehicle is required to be left for service or left due to an officer's extended absence, the rifle will be removed and secured.
- D. Officers shall thoroughly examine their vehicles before and after transporting prisoners to search for evidence, contraband, or property discarded by prisoners or others.



Sheridan Police Department
Policies and Procedures
19.2
Chapter 19 – Vehicle Operation
Section 2 – Officer Assigned Vehicle Program

Date: January 1, 2013
Revised: 02/09/2022, 6/15/2022

Signature:

The Sheridan Police Department assigns officers take home vehicles due to the benefits the program provides in meeting the mission of the department.

19.2.1 Objectives / Benefits

The Sheridan Police Department maintains the officer assigned vehicle program in order to:

- A. Promote the security of the citizens of Sheridan by creating an atmosphere of omnipresence of police officers resulting from an increased number of police vehicles visible on the streets in our community;
- B. Improve police-community relations by increasing off-duty personal contacts and services performed by police officers;
- C. Deter crime by limiting the opportunity of the criminal to commit the act by creating the appearance of police omnipresence;
- D. Increase traffic safety and decrease the number of traffic violations through increased visibility of marked police vehicles;
- E. Provide quicker response time to all types of calls, thereby increasing the opportunity for apprehension of criminals or the safe resolution of emergencies or disasters;
- F. Provide quicker response of off-duty personnel when recalled to duty because of an emergency;
- G. Reduce the maintenance cost of vehicles;
- H. Increase the value and improve the condition of vehicles in use;
- I. Provide for greater flexibility in the assignment of personnel for special events or programs; and
- J. Reduce down time of police vehicles through maintenance and servicing during officers' off-duty time.

19.2.2 Vehicle Assignment Criteria

- A. Sworn officers of the Sheridan Police Department will be assigned a patrol vehicle for duty assignments. The use of the vehicle is a privilege and is not to be considered a fringe benefit or right. This privilege is subject to revocation based on officer misconduct, misuse, or for any reason the program is deemed not in the department's best interest.
- B. Use of the police vehicle shall be limited to:
 1. Normal work assignments;
 2. Transportation to and from work;
 3. Travel to and from court when the officer's appearance is required as a result of police department employment;
 4. Travel to and from training; and

5. Travel to and from department meetings.
- C. To be eligible for a take home vehicle, officers must have satisfactorily completed the Wyoming Law Enforcement Academy and the Sheridan Police Department field training officer program and live within the City of Sheridan. Those officers living outside of the City of Sheridan may make a request to also take their cars home with approval of the Chief of Police.

19.2.3 General Regulations

- A. All officers assigned a police vehicle shall exercise good judgment in utilizing it and shall not drive or use the vehicle so as to cause or reflect discredit on the department.
- B. Officers operating a police vehicle shall be appropriately attired to effectively perform a police function while at the same time presenting a favorable image. Clothing shall be clean and in good condition. All officers operating a take home vehicle shall be armed and equipped with police identification, badge, portable radio, extra magazine and handcuffs or flex cuffs.
- C. The police radio will be kept on whenever the vehicle is in use.
- D. Officers operating a police vehicle while off duty or during training related travel will only address life threatening or legitimate emergent situations, such as traffic crashes. Officers will not address minor traffic violations. Officers will inform the appropriate jurisdiction of their observations.
- E. Officers operating a patrol vehicle under this policy, and within the jurisdiction of the Sheridan Police Department, will take appropriate action in all on-view situations requiring police response including: crimes in progress, vehicular accidents, traffic violations, disabled motorists, and requests for police service made to the officer. If the officer is unable to respond to the situation due being outside of their legal jurisdiction, transporting a prisoner or responding to a higher priority call, the officer shall notify dispatch or the appropriate agency..
- F. In minor cases where the officer is off-duty, the officer may summon an on-duty officer to handle the call. In such cases the officer shall standby, if needed, until the arrival of the on-duty officer and back-up officer if needed. If immediate action is needed, the off-duty officer shall handle the situation. Off-duty officer initiated traffic stops shall be completed by the off-duty officer.
- G. Off-duty officers shall be alert to emergency calls for service when operating the police vehicle. Off-duty officers traveling in the area of an emergency call shall notify dispatch of their location and ability to assist.
- H. Cleaning, fueling of vehicles, or delivery for maintenance should be done during work hours. No compensation will be authorized if done off-duty.
- I. If extended repairs are required, the department will not issue another vehicle for take-home use. The officer will be required to use a car from available vehicles.
- J. Marked vehicles must be parked legally at the curb or in a driveway of the assigned officer's home when off-duty. Vehicles will not be garaged except in severe weather. Under special circumstances, an officer may seek permission to garage an assigned vehicle. The request will be in writing to the chief of police. If equipped, officers will be responsible for plugging in their vehicle's block heater to ensure starting whenever temperatures below zero are predicted.
- K. Officers who do not take their vehicles home shall park their assigned vehicle at the police department. These vehicles shall be parked in the breezeway in the potential for inclement weather, such a hail storm or heavy snow exists.



Sheridan Police Department
Policies and Procedures
19.3 Replaces 304.2
Chapter 19 – Vehicle Operation
Section 3 – Emergency Operation, Pursuits and Road Blocks

Date: January 1, 2013
Revised: 02/09/2022

Signature:

All personnel shall exercise due regard for the safety of themselves and others while operating an emergency vehicle.

Definitions:

Vehicular Pursuit -	An active attempt to apprehend a suspect operating a motor vehicle, while the suspect is trying to avoid capture by using high speed driving or other evasive tactics including driving off the roadway, making sudden unexpected movements, or maintaining legal speed, but willfully failing to yield to the officer's signal to stop.
Serious Felony -	A felony that involves an actual or threatened crime which the officer has reasonable cause to believe could result, or has resulted, in a death or serious bodily injury (i.e. - aggravated assault, armed robbery, murder, etc.)
Roadblock -	Any method, restriction, or obstruction utilized or intended for the purpose of preventing free passage of motor vehicles on a highway in order to affect the apprehension of an actual or suspected violator in a motor vehicle.
Authorized Emergency Vehicle -	All police vehicles equipped with sirens, flashing lights, and other emergency equipment are authorized emergency vehicles under Wyoming Statute 31-5-102.
Emergency -	An emergency exists when the safety of a person or property is in imminent peril and the situation calls for immediate action.
Primary Unit -	The police unit that initiates pursuit or any unit that assumes control of the pursuit.
Commanding Officer -	The chief of police, deputy chief, or division commander.
Field Supervisor -	Patrol sergeant, corporal, or designated shift supervisor.

19.3.1 Emergency Vehicle Operation

- A. Officers must exercise good judgment to determine whether the known facts and circumstances justify an emergency call. Officers will recognize that protection of human life is paramount. The responding officer must remember that the objective is to get to the location of the occurrence as soon as possible but to do so safely.

- B. All emergency vehicle operations shall be conducted in strict accordance with existing statutes. Wyoming Statute 31-5-106 permits the driver of an authorized emergency vehicle responding to an emergency call or when in pursuit of an actual or suspected violator of the law to:
1. Park or stand irrespective of the provisions of this act;
 2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;
 3. Exceed the maximum speed limit so long as he does not endanger life or property; and
 4. Disregard regulations governing direction of movement or turning in specified directions.
- This statute does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor does it protect from the consequences of reckless disregard for the safety of others.
- C. Officers engaged in emergency vehicle operations shall utilize both siren and emergency lights consistent with legal requirements and the safety of the public.
1. Officers should use their discretion as to the use of the siren continually keeping in mind that radio traffic is often inaudible when the siren is used and that the siren becomes less effective at higher speed.
 2. The nature of certain crimes in progress may call for the use of the emergency lights and siren to be discontinued upon approach to the location of the occurrence. Although such action is permitted, law enforcement vehicle operations under these conditions require extreme caution.
- D. Primary and back-up units responding to emergency calls shall respond rapidly to the location of the emergency, by the most direct means, using emergency warning devices with a paramount consideration for safety of the public and the assigned officers.
- E. As a general rule, officers will not drive more than twenty (20) miles per hour above the posted speed limit in an emergency response; excluding pursuits. Under no circumstance will an officer operate the vehicle at an excessive speed considering road conditions and other traffic present.
- F. Upon approaching a controlled intersection or other location where there is greater possibility of collision, the officer who is responding under emergency conditions shall reduce the speed of the vehicle, stopping completely, if necessary, before entering the intersection.
- G. Regardless of the seriousness of the situation to which the officer is responding, the operator of a law enforcement vehicle shall be held accountable for the manner in which the vehicle is operated.

19.3.2 Pursuits

- A. Initiating Pursuit
1. The decision to initiate pursuit must be based on the pursuing officer's conclusion, based on the subject's actions prior to the pursuit, that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.
 2. Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit only when both of the following criteria are met:
 - a. The suspect operating the vehicle refuses to stop at the direction of the officer; and
 - b. The suspect, if allowed to escape, presents a danger to human life.

3. The pursuing officer shall consider the following factors in determining whether to initiate pursuit:
 - a. The performance and equipment capabilities of the pursuit vehicle;
 - b. The condition of the road surface upon which the pursuit is being conducted;
 - c. The amount of vehicular and pedestrian traffic in the area;
 - d. Weather conditions; and
 - e. The officers present mental and physical conditions, and ability to engage in a pursuit.
4. Officers, when accompanied by civilian passengers, shall not engage in a vehicle pursuit. If the civilian is in the law enforcement vehicle at the beginning of the pursuit, that officer will turn the pursuit over to another officer, or leave the civilian at an appropriate, safe location.

B. Initiating/Primary Unit Responsibilities

1. The responsibility for the decision to initiate vehicle pursuit rests with the individual officer. The officer initiating the pursuit shall, in all cases, notify the dispatcher as soon as reasonably possible that a pursuit is under way and provide the following information:
 - a. Officer's identification number;
 - b. Location, speed, and direction of travel;
 - c. Vehicle description;
 - d. The specific reason for the pursuit, including laws violated; and
 - e. Number of occupants with description, if possible.
2. Failure to provide the above information may be cause for the commanding officer/field supervisor to terminate the pursuit.
3. The initiating/primary unit will be responsible for the pursuit unless relieved by a supervisor or another backup unit has been assigned to primary pursuit responsibility.
4. The primary unit may maintain pursuit as long as it is reasonably safe to do so, until directed by a supervisor to terminate the pursuit or until the suspect stops.
5. Any primary or backup unit sustaining damage or failure of essential vehicle equipment shall not be permitted to continue in the pursuit. The unit shall notify the field supervisor so that another unit may be assigned to the pursuit.

C. Termination of Pursuits

1. The decision to abandon pursuits may be the best course of action. Officers must continually question whether the seriousness of the situation justifies continuing the pursuit. A pursuit will be terminated under any of the following circumstances:
 - a. If in the opinion of the pursuing officer, commanding officer, or the field supervisor there is an unreasonable danger to the officer and/or other users of the highway to include suspects, created by the pursuit that outweighs the necessity of immediate apprehension;
 - b. The suspect's identity has been established to the point that later apprehension can be accomplished, and there is no longer any need for immediate apprehension;
 - c. The prevailing traffic, roadway, and environmental conditions indicate the futility of continued vehicular pursuit;
 - d. The pursuit vehicle's location is no longer known or the distance is so great that further pursuit is futile; or

- e. The pursuing officer knows or is reasonably certain that the fleeing vehicle is operated by a juvenile and that the offense constitutes a misdemeanor or non-serious felony, and the safety factors involved are obviously greater than a juvenile can cope with.
 2. The termination of a pursuit does not prohibit the following of a vehicle at a safe speed, or remaining in an area to reinitiate pursuit if the opportunity and conditions permit.
- D. Assisting Unit Responsibility
1. Assistance will be coordinated by the field supervisor/commanding officer.
 2. The active pursuit will normally involve no more than two (2) units, the primary unit and a backup unit. If more assistance is specifically requested, the amount will be determined by:
 - a. The nature of the offense;
 - b. The number of suspects;
 - c. Whether the participating units have more than one officer;
 - d. Any damage or injuries to the assigned units or officers;
 - e. The number of officers needed to make an arrest at the conclusion of the pursuit; and
 - f. Other clear and articulated facts that would warrant the increased hazard.
 3. Only supervisor may authorize more than two (2) units to be in active pursuit. All other units will remain aware of the pursuit, but shall not actively participate and shall not respond or parallel the pursuit on adjacent streets unless specifically authorized to do so.
 4. The assisting unit upon joining the pursuit shall immediately notify the dispatcher of its identity, and will utilize all emergency vehicle equipment while in pursuit. If the primary unit is a one (1) person unit, the assisting unit may assume radio communications responsibility allowing the primary unit to devote its full attention to driving.
 5. The assisting unit will maintain a safe distance behind the primary unit, however be close enough to render backup assistance if and when required.
 6. If the primary unit becomes disabled, the assisting unit will become the primary unit. The officer will advise the field supervisor if this change occurs. The next unit to join the pursuit, as designated by the field supervisor, will become the backup unit.

E. Dispatcher Responsibilities

1. Receive and record all incoming information on the pursuit;
2. Notify the field supervisor that a pursuit is in progress and provide all relevant information;
3. Clear the radio channel of any unnecessary radio traffic and non-emergency calls;
4. Perform relevant record and motor vehicle checks;
5. Notify neighboring jurisdictions when necessary; and
6. Continue to monitor the pursuit until it has been terminated.

F. Supervisory Responsibilities

1. Upon being notified, the field supervisor shall verify the following and coordinate assistance:
 - a. No more than the authorized number of units are involved in the pursuit;
 - b. Proper radio frequency is being used; and
 - c. Affected allied agencies are being notified.

- D. The existing need for a pursuit.
2. The field supervisor will continue to direct the pursuit, review the incoming data and approve or order alternative tactics; such as the use of a roadblock or road spikes. The field supervisor will maintain control of the pursuit until the pursuit is terminated. In the absence of adequate information from the primary or secondary unit, the field supervisor may order the termination of the pursuit.
 3. The field supervisor should proceed to the termination point of the pursuit and provide any guidance and necessary supervision.

G. Emergency Vehicle Operation and Tactics

1. Offensive tactics in the course of the pursuit, deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches, or any other obstacle, boxing in or heading off, ramming, or driving alongside the pursued vehicle while it is in motion are prohibited unless such actions are specifically authorized by the field supervisor, or if the situation warrants the use of deadly force.
2. There shall be no attempt by officers to pass other field units involved in the pursuit unless the passing officer receives specific permission from the primary officer or field supervisor.
3. All units in pursuit, whether the vehicle in front of the unit is the suspect vehicle or another police vehicle, shall space themselves at a distance that will ensure proper braking and reaction time in the event the lead vehicle stops, slows, or turns.
4. Unmarked police vehicles and officers operating unmarked units, provided they are equipped with emergency lights and sirens, may engage in vehicular pursuit only when the fleeing vehicle presents an immediate and direct threat to life or when the officer in the unmarked unit has reasonable and articulable reason to believe that if the suspect is not apprehended, he may pose a threat to public safety. Whenever a marked unit becomes available to take over the pursuit, the unmarked unit will withdraw from an active pursuit and serve in a support role. Officers operating an unmarked unit should be aware that Wyoming Statute 31-5-225 sets forth specific vehicle emergency equipment, vehicle marking, and uniform requirements that must be met in order to charge a suspect with "eluding a police officer". While the violator is required to yield to an emergency vehicle including unmarked police vehicles (see Wyoming Statute 31-5-224), he may not be charged with "eluding a police officer" (see Wyoming Statute 31-5-225).
5. Officers shall not pursue suspects the wrong way on an interstate or other controlled access highway unless specifically authorized by the field supervisor.
6. Extreme caution must be used whenever officers disregard traffic signs or signals, even though state statutes specifically permit such conduct. The officer shall make use of all available warning devices to alert other motorists and pedestrians.

H. Inter-Jurisdictional Pursuits

1. The dispatcher, as directed by the field supervisor, will notify other agencies that this department is in pursuit in their jurisdiction. The informing person will specify if the call is a request for assistance or merely a courtesy notification with no participation desired.
2. Officers will not become involved in other agency pursuits unless specifically authorized by the field supervisor, or unless it is clearly demonstrated that a unit from an outside agency is unable to request assistance or the emergency nature of the call

dictates the need for assistance. In these instances, all department pursuit policies are in effect.

I. Review and Report

1. The patrol operations bureau lieutenant, or designee, shall complete a comprehensive review of the pursuit. The report shall be forwarded through the chain of command to the office of the chief of police.

19.3.3 Roadblocks

- A. Wyoming Statute 7-17-102 authorizes peace officers to establish temporary roadblocks upon the highways within the state for the purpose of apprehending persons reasonably believed by the officers to be wanted for violation of the law.
- B. Roadblocks, with supervisory approval, may only be utilized in cases of suspected fleeing felons whose escape poses a danger to life.
- C. Minimum requirements for a roadblock are defined by Wyoming Statute 7-17-103. For the purpose of warning and protecting the traveling public, the following minimum requirements shall be met by peace officers establishing temporary roadblocks if time and circumstances allow:
 1. The temporary roadblock shall be established at a point on a highway clearly visible at a distance not less than two hundred (200) yards in either direction.
 2. At the point of the temporary roadblock, flashing warning lights shall be visible to oncoming traffic for a distance not less than two hundred (200) yards. The display of flashing emergency warning lights on a marked law enforcement vehicle shall be sufficient under this paragraph.
 3. At least one (1) person working a temporary roadblock shall be in uniform and visible, and at least one (1) vehicle used in a temporary roadblock shall be clearly marked as a law enforcement vehicle.
- D. Training in the use of roadblocks shall be conducted annually during briefing training.
- E. The field supervisor shall complete a comprehensive review of the road block and document the information. The report shall be forwarded through the chain of command to the office of the chief of police.

19.3.4 Tire Deflation Devices

- A. Tire Deflation Devices shall be used in accordance with policy 19.5.



Sheridan Police Department
Policies and Procedures
19.4
Chapter 19 – Vehicle Operation
Section 4 – Equipment

Date: January 1, 2013
Revised: 02/09/2022

Signature:

The department will equip and supply department vehicles with the tools needed to effectively perform the department's mission.

19.4.1 Legal Considerations Regarding Equipment

- A. Wyoming Statute 31-5-928 requires a law enforcement vehicle primarily engaged in traffic law enforcement be marked so as to be readily identifiable.
- B. Wyoming Statute 31-5-922 restricts officers and others from shining spotlights into oncoming vehicles.
- C. Wyoming Statute 31-5-952 requires emergency vehicles be equipped with audible warning devices: "...every authorized emergency vehicle shall be equipped with a siren. The siren shall not be used except when the vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the law, in which case the driver of the vehicle shall sound the siren when reasonably necessary to warn pedestrians and other drivers of the approach thereof."

19.4.2 Standard Equipment

- A. All patrol vehicles will be equipped with the following:
 - Emergency light bar
 - Siren
 - Police radio
 - Public address system
 - Spotlight or directional lighting on light bar
 - Mobile video recording system
 - Radar
 - Traffic safety vest
 - Traffic cones
 - Flashlight cone
 - Fire extinguisher
 - Haz-mat book
 - Mobile data terminal (subject to availability)
 - Patrol rifle, ammunition and equipment
 - Less lethal shotgun
 - Tactical vest (SRT) subject to need/assignment
 - Flex cuffs

- Proof of insurance
 - Vehicle registration
 - First aid kit
 - Blanket
 - Snow scraper
 - Digital camera
 - Rollatape
 - Traffic crayon
 - Evidence collection supplies
 - PBT/straws
 - Tire deflation device (subject to availability)
 - Tourniquet & Stop the Bleed kit (rear of driver's seat)
- B. Unmarked vehicles will be equipped with the following:
- Siren
 - Police radio
 - First aid kit
 - Fire extinguisher
 - Patrol rifle, ammunition and equipment
 - Ballistic vest and carrier
 - Flex cuffs
 - Snow scraper
 - Functional spare tire, lug wrench and jack
 - Evidence collection supplies
 - Vehicle registration
 - Proof of insurance
 - Emergency lights
 - Tourniquet & Stop the Bleed kit (rear of driver's seat)
- C. Replacement supplies shall be maintained, stored and issued by the police property manager.



Sheridan Police Department
Policies and Procedures
19.5
Chapter 19 – Vehicle Operation
Section 5 – Tire Deflation Devices

Date: January 1, 2013
Revised: 02/09/2022

Signature:

Tire deflation devices are provided as an optional tool to use in vehicle pursuit situations in an attempt to lower the risks associated with pursuits.

19.5.1 Authorized Use and Restrictions

- A. Criteria to be considered prior to deployment of controlled tire deflation devices include:
 - 1. Reasonable cause to believe the driver or passenger in the vehicle has committed an offense justifying an arrest;
 - 2. The officer attempting to apprehend the fleeing driver has given notice to stop by means of both emergency lights and siren;
 - 3. The driver ignores the efforts and warnings obvious and visible to a reasonable person; and
 - 4. The risk of escape outweighs the risks inherent in using a tire deflation device.
- B. No officer shall use a tire deflation device until he or she has received training on this policy and practiced deployment under the supervision of a sergeant or field training officer.
- C. Prior approval from a supervisor shall be sought before any deployment. Officers shall only deploy stop sticks to assist an outside agency if approved by a supervisor.
- D. Tire deflation devices are designed for use on vehicles with at least four tires. Its use on motorcycles and three-wheeled vehicles substantially increase risk of injury. A tire-deflation device may not be used to stop a motorcycle or three-wheeled vehicle unless the use of deadly force is justified.
- E. A tire deflation device may not be used to stop:
 - 1. A vehicle known to be carrying a dangerous chemical;
 - 2. A bus or van carrying commercial passengers;
 - 3. Any vehicle in locations where geographic configurations increase the risk of injury such as steep embankments, curves, or bridges.
- F. Controlled tire deflation devices may be used in law enforcement interventions other than pursuits. They may be used to prevent the movement of a vehicle in situations such as suicidal subjects in a motor vehicle. Such use makes it unlikely that a person would be able to escape very far if they did attempt to move the vehicle. Officers are permitted to use these devices in events such as this, or other situations in which their use may serve a valid law enforcement purpose.

19.5.2 Equipment Information

The Sheridan Police Department has one type of spike systems. Stop Sticks shall be mounted in the trunks of patrol vehicles.

19.5.3 Pre-Deployment Considerations

- A. The deploying officer shall follow the criteria as set forth in Wyoming Statute 7-17-103 for the establishment of a roadblock regarding visibility distances and use of emergency signals.
- B. An officer may deploy a tire deflation device only after the following communications have been made:
 1. The officer has informed the pursuing officers that the device will be deployed;
 2. The officer has informed the pursuing officers of the deployment location;
 3. The pursuing officers have acknowledged the information;
 4. The pursuing officer has informed the deploying officer of:
 - a. The pursued vehicle's description; and
 - b. Location updates.
- C. When time permits and safety considerations are met, the use of the Stop Stick tire Deflation device is authorized. No officer shall be permitted to deploy the devices Unless all of the following criteria are met:
 1. The officer has been trained in proper use and deployment as established By training and the manufacturers recommended use.
 2. If circumstances and time permit, prior approval from a supervisor shall be sought before deployment to terminate a pursuit.
- D. When the pursuit involves other agencies, notification must be made directly with the pursuing officers. Since they will not be familiar with Sheridan Police Department procedures, communication must be clear regarding the tire deflation device use, including time to recover the unit or a safe path for the pursuing vehicles to use.

19.5.4 Deployment

- A. General
 - 1. Police vehicles may be used to establish a temporary stationary roadblock for the purpose of channeling the fleeing vehicle across the tire deflation device.
 - 2. The officer shall select a safe location from which to deploy, stand by as the fleeing vehicle passes by, and remove the device keeping in mind the dangers presented by the pursuit and the potential that the spike strip or individual spikes may be thrown as the vehicle passes over it.
- B. Use of Stop Sticks in pursuit situations.
 - 1. The patrol vehicle shall be set at a location conducive to the proper operation of the roadblock.
 - 2. Vehicle emergency lights shall be in operation on the deploying vehicle(s).
 - 3. It is imperative that all officers involved are aware of the exact location of the deployed deflation devices, so they can slow in time to allow the removal of the device after the suspect vehicle crosses it. Measures should be taken to prevent unnecessary damage to the other uninvolved vehicles.
 - 4. The deploying officer(s) will immediately remove and collect the devices after the suspect vehicle has crossed over them.
 - 5. Stop Sticks will not be used when the pursuit involves motorcycles, three-wheeled vehicles, or all terrain vehicles. See section 19.5.1.D.
- C. Use of Stop Sticks in stationary vehicle situations.
 - 1. Stop Sticks can be used to prevent a vehicle(s) from being moved by a suspect attempting to flee a scene.

2. Stop Sticks may be used to prevent movement of a vehicle(s) which is, or possible will be, evidence.
- D. The care for human life will exceed the importance of capturing a fleeing suspect in the vast majority of situations. If the pursuit must be continued to prevent additional deaths or injuries, the pursuing officer(s) must make arrangements via radio to provide for the victim(s) immediate care.

19.5.5 Recovery and Results

- A. The tire deflation device must be removed from the road after the fleeing vehicle passes over it.
- B. Once removed, the deploying officer shall notify the pursuing officers it is safe to proceed.
- C. The pursuing officers shall proceed cautiously when approaching the deployment area and adjust vehicle speed as necessary to allow time for the deploying officer to remove the tire deflation device.
- D. The pursuing officers shall not proceed through the deployment area until the deploying officer signals it is safe to do so.
- E. The deploying officer shall search the immediate area where the device was used and collect any spikes that may have become detached.
- F. Officers should recognize the fleeing vehicle may decrease speed rapidly as its tires deflate or the driver may respond with sudden unpredictable evasive maneuvers.

19.5.6 Reporting

- A. If a vehicle not being pursued passes over the tire deflation device causing damage to the tires, the deploying officer shall obtain information on the vehicle and driver and forward it to the patrol operations lieutenant. If requested, or if the extent of the damage requires it, an accident report shall be completed.
- B. Whenever a tire deflation device is used, the deploying officer shall make note of the use in the police report and pursuit review related to the incident and submit a memorandum to the patrol operations lieutenant requesting the unit be inspected and missing spikes replaced.
- C. If a vehicle has driven over a deployed device, as soon as practicable, it shall be turned into the patrol operations lieutenant for inspection and/or replacement.



Sheridan Police Department
Policies and Procedures
19.6
Chapter 19 – Vehicle Operation
Section 6 – Mobile Video Recording

Date: January 1, 2013
Revised: 03/09/2015, 02/09/2022

Signature:

The use of Mobile Video Recording Systems (MVRS) provides documentary evidence for prosecution of violations of the law, helps defend against civil litigation and allegations of officer misconduct, and provides a means to assess the quality of officer contact with citizens.

19.6.1 Program Objectives

The Sheridan Police Department uses in-car and body worn video and audio recording systems in order to accomplish several objectives, including:

- A. Accurate documentation of events, actions, conditions, and statements made during the course of an incident;
- B. To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation and presentation;
- C. For officer evaluation including the ability to review:
 1. Probable cause for arrest;
 2. Arrest procedures; and
 3. Officer and suspect interaction.
- D. For officer training including as an impartial measurement for self-critique and field evaluation during new officer training; and
- E. To protect from false claims of impropriety.

19.6.2 Operating Procedures

- A. Marked patrol vehicles of the Sheridan Police Department shall be equipped with a Mobile Video Recording System (MVRS) with video and audio recording and playback capability.
- B. MVRS equipment installed in vehicles is the responsibility of the officer assigned to that vehicle and will be maintained according to manufacturer's recommendations. Officers shall be responsible for reading the MVRS operation manual and the proper application of its contents.
- C. MVRS equipment will automatically activate when the vehicle's emergency warning equipment is in operation. In other cases, officers may manually activate the recording mode. Officers shall record all traffic stops, arrests, prisoner transports, field sobriety tests, pursuits and driving when emergency equipment is activated. Officers may record other events including, but not limited to, unusual conduct, the condition of crime and accident scenes, and traffic violations. The officer shall not stop the recording until the incident has ended. At the discretion of the officer, the equipment may be manually deactivated during non-enforcement activities such as when protecting an accident scene from other vehicular traffic. A back-up officer may deactivate the camera if the primary officer is recording the incident.

- D. Prior to and throughout each shift, officers shall determine whether their MVRS equipment is working properly. Any problems shall be brought to the attention of the shift supervisor and the officer shall immediately submit a maintenance request.
- E. Officers should ensure that the video and body cameras are properly positioned and adjusted to provide quality documentation. Officers should attempt to keep the video camera positioned in such a manner as to capture the event in its entirety.
- F. With the exception of the police radios, officers shall ensure that the volume from other electronic devices within the police vehicle does not interfere with recordings.
- G. The system may be used to make audio recordings of conversations when interviewing suspects or witnesses within or away from the police unit.
- H. Patrol officers will wear the body worn camera while on duty..
- I. Officers will ensure the body worn camera remains charged.
- J. Officers shall not attempt to tamper with or in any manner alter recordings or equipment.

19.6.3 Supervisory Responsibilities

- A. Supervisors will ensure that officers follow established procedures for the use and maintenance of MVR equipment and recordings.
- B. Supervisors will ensure that damaged or non-functional MVR equipment is reported for repairs.



Sheridan Police Department
Policies and Procedures
20.10 Replaces 403.1
Chapter 20 – Investigations
Section 10 – Juveniles

Date: January 1, 2013
Revised: 03/16/2022

Signature:

When addressing issues with juveniles, the police officer must know proper procedures and alternatives for handling juveniles who are in need of protection, in violation of status offenses and those charged with criminal offenses. The Sheridan Police Department is committed to reducing juvenile crime and providing a positive influence through police interactions with juveniles.

20.10.1 Child Protection

- A. The Sheridan Police Department will work with the Wyoming Department of Family Services (DFS) in cases requiring child protection including:
 1. Physical abuse;
 2. Sexual abuse;
 3. Neglect, including caregivers under the influence of alcohol or other drugs, abandonment, mental illness, or other circumstances that result in the caregivers inability to care for the child;
 4. Drug endangered children; and
 5. Significant instances of domestic violence where a child witnesses physical violence or instances of repeated domestic violence.
- B. Officers shall contact DFS as follows:
 1. During business hours officers shall contact DFS by phone and speak to the person assigned to field intake reports.
 2. After hours the officer shall contact the on-call social worker for immediate notification cases (physical and sexual abuse cases where the perpetrator has access to children, a child was or is likely to be taken into protective custody, or there are other immediate safety concerns).
- C. Investigation should be conducted as soon as possible to determine if an emergency exists. Emergencies include any case where the child is in imminent danger, where a perpetrator has access to a child or where there is concern about loss of evidence.
- D. If no emergency exists, forensic interviews of the victim should be scheduled to allow for the availability of a room created for the purpose of child forensic interviews and a trained forensic interviewer.
- E. Wyoming Statute 14-3-405 provides authority for law enforcement officers to take a child into custody without a warrant if there are reasonable grounds to believe the child is endangered by his or her surroundings and immediate custody appears to be necessary for his or her protection. Officers contacted by DFS or other complainants must make independent decisions on whether the facts of the case rise to the reasonable grounds standard required by the statute.

20.10.2 Runaways

- A. Any juvenile less than eighteen (18) years of age whom purposefully leaves home to escape parental custody and/or guidance is considered a runaway.
- B. Upon determining that a juvenile has run away from his or her home and there is concern among family members for the welfare of the child, the officer will:
 1. Complete a report;
 2. Transmit a description and issue a pickup order on the juvenile;
 3. Obtain the signature of the reporting parent or guardian agreeing to arrange the return of the child if located outside Sheridan; and
 4. Arrange entry into NCIC.
- C. If the family has reason to believe that they know the location of the child, the officer will lend assistance to make certain that the child is returned to his or her home.
- D. The runaway's parents should be advised of the various social agencies available to assist them. (e.g. - National Runaway Crisis Hotline <http://www.1800runaway.org>)
- E. When an officer locates a juvenile and probable cause exists that the juvenile has run away from home, the officer shall take the child into custody and arrange for his or her return to a parent or contact the county attorney for placement.

20.10.3 Youth Group Home

- A. If an officer receives a call from a parent for a situation where no crime has been committed but the child habitually disobeys reasonable and lawful demands of the parents and is ungovernable and beyond control, the parent should be informed of the Volunteers Of America Group Home which offers intervention services for youth ages ten (10) to seventeen (17).
- B. Officers may transport juveniles to the group home in Sheridan upon the parent's request after the parent has made arrangements with the crisis shelter for the care and custody of the juvenile.
- C. The VOA Group Home is a residential care facility for juveniles who are in crisis or require court ordered treatment. The group home can provide an alternate place of detention for status and non-offenders.
- D. Officers will respond to any requests for assistance by the group home staff and investigate any crimes which may have occurred.
- E. Wyoming Statute 14-6-205 provides that a child may be taken into custody by a law enforcement officer without a warrant or court order when the child's conduct or behavior seriously endangers himself or the person or property of others and immediate custody appears necessary.

20.10.4 Enforcement

- A. The police officer may handle a juvenile either informally or formally. Informal handling is when the police officer manages a particular situation by releasing the juvenile under warning to a parent or guardian. This requires either the parent picking up the child or the officer transporting the child home and informing a parent of the alleged offense. Formal handling occurs when the juvenile is cited or arrested. Informal solutions do not negate the need for the incident to be documented in an incident report.

- B. Officers should use the least intrusive among reasonable alternatives when dealing with juvenile offenders. Appropriate dispositions for juvenile matters include:
 - 1. Counseled and released;
 - 2. Released on citation; or
 - 3. Arrested.
- C. Factors to consider when determining disposition of a juvenile include:
 - 1. Safety of the public;
 - 2. Safety of the juvenile;
 - 3. Best interest of the juvenile and the community;
 - 4. Seriousness of the offense; and
 - 5. Juvenile's prior criminal history.
- D. Juveniles shall be issued citations for traffic violations in the same manner as those issued to adults. Citing officers shall notify the juvenile's parent(s) or legal custodian(s).
- E. Juveniles shall be searched under the same legal guidelines set forth for adults.
- F. Authority to arrest and arrest procedures are in section 10.1.
- G. Juvenile arrestees shall not be transported in the same vehicle as adult prisoners.
- H. Wyoming Statute 14-6-240 prohibits fingerprinting or photographing of a child except when:
 - 1. The child has been arrested for a felony;
 - 2. A petition has been filed in juvenile court alleging the child committed a delinquent act which would constitute a felony. If the matter does not result in adjudication that the child was a delinquent for having committed an act constituting a felony, the department shall destroy those records and shall report the destruction of the records to the court; or
 - 3. Latent fingerprints are found during the investigation of a criminal offense and a peace officer obtains consent of the parent, guardian or custodian of the juvenile, or obtains a court order based upon probable cause to believe the fingerprints are those of the child.

20.10.5 Affidavits Containing Minor's Identity Information

Court rules require redaction of certain information submitted to the court. Therefore the following procedures shall be followed when preparing an affidavit of probable cause:

- A. In cases where a minor is the suspect:
 - 1. An affidavit with all pertinent information shall be completed.
 - 2. A redacted copy shall be prepared with the date of birth and social security number removed.
 - a. If the social security number must be used, only the last four digits may be used.
 - b. If the individual's date of birth must be included, only the year of birth may be used.
- B. In cases where the minor is involved in a case in any capacity except as a suspect and is included in an affidavit, the original affidavit may contain only the person's initials. No birth date, social security number or other identifiers may be used.



Sheridan Police Department
Policies and Procedures
20.11
Chapter 20 – Investigations
Section 11 – Breath Testing

Date: January 1, 2013
Revised: 03/16/2022

Signature:

The Intoximeter EC/IR, Alco-Sensor III and Alco-Sensor FST are the breath testing devices used by the Sheridan Police Department.

20.11.1 Breath Testing

- A. A suspect's impairment from alcohol is established through sensory evidence (what the officer sees, hears, and smells). Breath testing instruments provide the evidence that alcohol is the chemical basis of that impairment, by providing an on the spot indication of the suspect's blood alcohol concentration (BAC).
- B. The EC/IR shall be used when a quantitative analysis is needed for legal proceedings.
- C. Preliminary breath-testing (PBT) devices can be used to confirm the presence of alcohol when specific readings acceptable to the court are not required.
- D. The EC/IR and PBTs can be used in any situation to screen for alcohol usage. Examples include: determining if alcohol is involved in a crime and determining a subject's level of intoxication prior to him or her making a statement.

20.11.2 Intoximeter EC/IR

- A. The EC/IR is an evidential breath alcohol analyzer maintained at the Sheridan County Detention Center.
- B. Operation of the EC/IR requires certification by the Wyoming Chemical Testing Program.
- C. Certified officers shall maintain their certification by conducting at least one (1) test every two (2) months. Only one (1) make up test will be allowed in a 12 month period. Failure to complete a test on two separate occasions, in a 12 month period, will result in de-certification.
- D. Operation of the EC/IR shall be according to the Wyoming Chemical Testing protocol as described on the EC/IR checklist.

20.11.3 Preliminary Breath Testing Devices

- A. Preliminary breath testing, like the psychophysical maneuvers, is a stage in the pre-arrest screening and investigation of a driving while under the influence or minor consuming suspect.
- B. The PBT should be used as the final stage of the driving while under the influence field sobriety tests to corroborate evidence already gathered by the investigating officer. The PBT will demonstrate that the suspicion of alcohol influence is consistent with the officer's observations of the suspect's mental and physical impairment.
- C. PBTs have a three (3) digit reading that will register small quantities of alcohol consumed by the suspect. The PBT is accurate to $\pm .005$.

- D. The subject must be kept under observation for fifteen (15) minutes prior to administering the test to ensure the elimination of residual mouth alcohol. The subject must not be allowed to smoke as cigarette smoke will permanently damage the fuel cell.
- E. To administer a test officers shall:
 - 1. Check to see the PBT temperature is within operational limits.
 - 2. Attach a mouthpiece.
 - 3. Have the subject take a deep breath and hold it.
 - 4. Have the subject blow into the mouthpiece.
 - 5. Activate the reading and monitor for the highest reading.
- F. PBTs can be used for multiple tests. There must be at least two (2) minutes between subject tests. If these precautions are not followed cumulative readings will result.
- G. The Alco-Sensor III will lose sensitivity if five (5) or more tests with a reading of 0.10% or higher blood alcohol content are run in a one (1) hour period. If five (5) tests are run in one (1) hour with a reading of 0.10% or higher, then the Alco-Sensor III must be taken out of service for ten (10) hours.
- H. Each officer will be issued a PBT and will be responsible for its care and maintenance.
- I. In the event an officer observes false or inaccurate PBT test results, he/she is to take the PBT out of service and bring it to the attention of the senior operator.
- J. Calibration will be completed by a senior operator.

20.11.4 Inspection, Maintenance and Calibration Requirements of PBTs

- A. The instrument must be calibrated when the displayed result of an accuracy check differs by more than $\pm .005$ from the expected result of the standard gas sample.
- B. The instrument must be taken out of service if:
 - 1. The instrument repeatedly fails to maintain its calibration (i.e. - if after two (2) successive attempts to calibrate the device a successful accuracy check was not obtained);
 - 2. The instrument fails to maintain its calibration on three (3) consecutive accuracy checks; or
 - 3. The instrument consistently takes more than two (2) minutes to perform a breath analysis on a sample with a concentration less than .100 grams per two hundred ten (210) liters of breath.
- C. Routine maintenance procedures are specified in the manuals of each instrument and must be followed in order to insure accurate test results.

20.11.5 Alco-Sensor III and FST Quality Assurance

- A. The Sheridan Police Department will perform an inventory and accuracy check on each breath testing device annually.
- B. The result of an accuracy test should not differ by more than $\pm .005$ grams per two hundred ten (210) liters of breath of the expected value of the standard gas sample.
- C. For compressed dry gas standards, the requirement is met by using an approved compressed dry gas standard labeled with a gas value of .100 grams of alcohol per two hundred ten (210) liters of breath at seven hundred sixty (760) mm of Hg. Although expected dry gas values change with changes in atmospheric pressure, the value of a sample gas delivered should not differ by more than $\pm .005$ grams per two hundred ten (210) liters of breath of the expected value of the standard gas sample.

- D. Both weather conditions and operating at elevations other than sea level will change the absolute pressure from seven hundred sixty (760) mm of Hg and cause the expected value for the dry gas standard to change. The senior operator will utilize a TRU CAL device while conducting an accuracy check on a PBT.



Sheridan Police Department
Policies and Procedures
20.1 Replaces 402
Chapter 20 – Investigations
Section 1 – Constitutional Requirements

Date: January 1, 2013
Revised: 03/11/2022

Signature:

The U.S. Constitution, the Bill of Rights and the Wyoming Constitution guarantee every citizen certain safeguards from government intrusion into their lives. The Sheridan Police Department expects officers to respect these safeguards and protect the civil rights of citizens.

20.1.1 Compliance with Constitutional Requirements During Criminal Investigations

- A. An individual's rights as set forth under the U.S. Constitution, include:
 - 1. The Fifth Amendment which offers protection against self-incrimination; and
 - 2. The Sixth Amendment which provides the right of assistance of counsel.
- B. Officers conducting criminal investigations shall take all precautions necessary to ensure that persons involved are afforded their constitutional rights.
- C. In order to assure compliance with constitutional requirements during criminal investigations, officers shall make certain that:
 - 1. All statements or confessions are voluntary and non-coercive;
 - 2. All persons subject to custodial interrogation are advised of their rights;
 - 3. Prejudicial pre-trial publicity of the accused is avoided so as not to interfere with a defendant's right to a fair and impartial trial. See sections 14.4 (Records Release) and 23.1 (Media).

20.1.2 Procedures for Adults

- A. In a number of landmark decisions, the United States Supreme Court has limited the police power to question suspects. The most notable of these decisions is *Miranda V. Arizona* (384 US 436 1966) which mandated that the police cannot question a suspect taken into custody or whose freedom to act is impaired in any significant way, unless the subject "fully understands" his or her constitutional rights and further "knowingly and intelligently waives those rights."
- B. When an adult is arrested or restrained to a degree associated with a formal arrest, such that a reasonable person would perceive they are in custody, a police officer shall give the person in custody the *Miranda* warning prior to questioning.
- C. The point at which custody occurs is determined by the circumstances surrounding the interrogation as interpreted by a reasonable person. The beliefs or intent of the investigating officer or the suspect is not the deciding factor. Some of the factors considered when applying the reasonable person test may include:
 - 1. Place of questioning. When conducted at the police department, or in a police vehicle, such circumstances may lead to a conclusion that custody has occurred unless the officer has specifically informed the person that they are not under arrest and are free to leave at any time.
 - 2. Time of questioning. When conducted during unusual hours.

3. Persons present. If a person is removed from the presence of family or friends, or if several officers are present, a custodial interrogation may be indicated.
 4. Physical restraint used. Physical restraint such as handcuffing the person will usually lead to a finding of custody.
 5. Orders to perform tasks not required by law. Any order to do something that the law does not require is indicative of custody (i.e. - ordering a person not to leave a room).
 6. Length and form of questioning. Lengthy questioning consisting of accusatory statements, confrontation with witnesses or evidence, and leading questions may lead to a finding of custody.
 7. Demeanor of the investigating officer. When an officer is accusatory and confronts a person with alleged guilt, the custody finding may occur.
- D. Miranda warnings should be read from the Miranda rights form or a card to ensure that none are omitted.
- E. Miranda warnings convey the following messages:
1. You have the right to remain silent;
 2. Anything you say may be used against you in a court of law;
 3. You have the right to talk to a lawyer and have him or her present with you while you are being questioned;
 4. If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish;
 5. You can decide at any time to exercise these rights and not answer any questions or make any statements.
- F. Each officer giving the warning shall ask the person if he or she heard and understood the warning.
- G. Determining if the person wishes to waive his or her rights will depend on the totality of the circumstances. Factors an officer should be aware of include:
1. The person's waiver must be given freely, knowingly and voluntarily;
 2. The validity of a waiver depends on the subject's age, intellectual capacity, physical/mental condition, surroundings and similar factors;
 3. Waiver cannot be inferred from silence;
 4. Reasonable verbal acknowledgment of understanding and a willingness to speak is acceptable. The United States Supreme Court has ruled that police are allowed to interrogate suspects who have not unambiguously invoked or waived their rights, and any statement given during questioning prior to invocation or waiving is admissible as evidence;
 5. A written waiver should be taken in the presence of witnesses who can testify to the circumstances of the waiver;
 6. It is possible that the subject will waive his or her rights after he or she has had them read and explained, but will refuse to sign the departmental waiver rights form. This does not render the statement invalid.
- H. A subject may answer some questions, but refuse to answer others. Unless the person indicates that he or she desires all questions to cease, officers are not required to stop all questioning.
- I. Officers should recognize that there is a significant difference between a subject who invokes the right to remain silent versus the subject who invokes the right to counsel. If a subject decides to remain silent, officers must stop questioning. The subject may be approached at a later time by the officer to determine if he or she wishes to answer questions. The U.S. Supreme Court in *Michigan v Mosley* indicated a second interrogation may be allowed when:

1. The suspect's right to remain silent was clearly honored in the first interrogation;
 2. A significant amount of time passed between the first and second interrogation;
 3. The suspect was given a fresh set of warnings before the second interrogation; and
 4. No pressure tactics or illegal tactics were used to get the suspect to relent.
- A period of at least two (2) hours between the invocation of the right to remain silent and the re-initiation of questioning is commonly identified as sufficient.
- J. A subject who requests the aid or presence of an attorney shall not be questioned further at that time.
- K. Occasionally, a subject may also change his or her mind after initially requesting aid from an attorney prior to speaking with police. Should this occur, the interrogating officer should read Miranda warnings to the subject again before beginning another interrogation. The officer will need to articulate that the subject's change of mind was voluntary and not influenced by the actions or prompting of the police following his or her original request for counsel.
- L. Once a subject has been formally charged with the offense in court, and counsel retained or appointed, he or she may not be questioned without consulting his or her attorney, unless the subject initiates the contact with the officer.
- M. Generally, no Miranda warning is required when speaking to witnesses and victims in relation to criminal activity or incidents that they have been involved in. However, at such time the victim or witness becomes a suspect, the procedures for a suspect will apply.
- N. In the circumstance that a suspect is not under arrest, is free to leave at any time, and the officer has created no circumstances that might lead a reasonable person to believe otherwise, a Miranda warning is not required. Officers are cautioned that if a statement is given under these conditions and it is challenged, the burden to prove the setting was not custodial will be on the officer.
- O. Miranda warnings are only necessary when custody and questioning occur at the same time. The lack of one or the other dispenses with the need for any warning. Miranda warnings are not required when:
1. Making general on-scene inquiries;
 2. Making inquiry surrounding exigent circumstances (such as imminent threats to public safety);
 3. Making an arrest and no interrogation will be conducted after the arrest; and
 4. Roadside questioning during routine traffic stops, including DWI stops.
- P. If the suspect is deaf or unable to speak English, the interrogating officer shall arrange to obtain an interpreter.
- Q. Officers should note pertinent facts regarding the warnings in their reports.
- R. When a subject makes voluntary, unsolicited statements, it is not necessary to stop the subject and advise him of these rights so long as the officer is not asking questions.

20.1.3 Procedures for Juveniles

- A. Juveniles have the same constitutional rights as adults as they relate to police interrogations. Officers will take reasonable steps to ensure that a juvenile's constitutional rights are protected while a juvenile is in custody and/or during an in-custody interrogation.
- B. A juvenile's parent or guardian does not have to be present for officers to interrogate a juvenile in custody; however, depending upon the severity of the delinquent act committed, interrogating officers should consider the parent or guardian's presence or notification.

- C. When a juvenile is arrested or restrained to a degree associated with a formal arrest, such that a reasonable person would perceive they are in custody, a police officer, prior to questioning the juvenile, shall give him or her Miranda warnings.
- D. Numerous factors are involved in determining validity of a juvenile waiver:
 1. Chronological age of the juvenile;
 2. The apparent mental age of the juvenile;
 3. The educational level of the juvenile;
 4. The juvenile's physical condition;
 5. The juvenile's previous dealings with the police and courts;
 6. The extent of the explanation of rights;
 7. Whether the juvenile was given an opportunity to consult with an adult;
 8. The juvenile's understanding of the offense charged; and
 9. Whether the juvenile was warned of the possible transfer to adult court.
- E. Custodial interrogations of juveniles should be conducted by no more than two (2) officers, be limited in duration and suitable breaks shall be provided.
- F. Officers shall explain to the juvenile being interrogated, the department's function in the case and how he or she will be handled in the juvenile justice system as the case progresses.



Sheridan Police Department
Policies and Procedures
20.2 Replaces 401.1
Chapter 20 – Investigations
Section 2 – Interviews & Interrogation

Date: January 1, 2013
Revised: 03/11/2022

Signature:

During the normal course of police operations, the need to conduct interviews and interrogations frequently occurs. The Sheridan Police Department will utilize interviews with victims and witnesses and interrogations of suspects in order to meet the legitimate goals of the police department. All agency personnel who participate in any kind of investigation are required to be familiar with laws and agency directives pertaining to these activities.

20.2.1 Interviews

- A. Interviews are the process by which an officer or other employee obtains information from a person who may have personal knowledge of interest to law enforcement. An interview is conducted in order to collect any facts relating to an incident, to substantiate information obtained from other sources, or to obtain additional relevant information.
- B. Investigating officers will note the condition of witnesses, their relationship to the incident under investigation, and any other information that would indicate the credibility of the person being interviewed.
- C. The following essential elements should be determined about each witness or other person interviewed:
 - 1. Was the person present during all or part of the event under investigation?
 - 2. Was the person conscious of the event, or a portion of the event, which prompted the investigation?
 - 3. Was the person attentive to the details of the incident?
 - 4. Is the person capable of discussing the observed event in a manner that is understandable?
- D. In most circumstances officers should record interviews either by using a BWC, a static in-room recording system, or an audio recording device.
- E. Written statements shall be signed by the individual giving the statement whenever possible, and signed by the officer taking the statement.
- F. Detailed notes should be made by the reporting officer for reference in completing their report.
- G. The interviewing officer shall carefully consider the trauma and stress to which the victim or witness has been subjected. The interviewer should make all reasonable efforts to conduct the interview in such a manner so as to not cause additional stress and minimize further trauma.
- H. Follow-up interviews of victims and witnesses by the assigned investigator should be conducted as early in an investigation as possible.

20.2.2 Interrogations

- A. Interrogations are the process by which an officer obtains information from a person who is a suspect of the incident under investigation.
- B. If a suspect claims that he or she was coerced into confessing, the courts will examine the interrogation according to the totality of the circumstances.. Officers shall:
 - 1. Carefully assess the suspect's background, age, education, mental impairment, and physical condition to determine vulnerability to coercion; and
 - 2. Coupled with the background characteristics, choose an appropriate method of interrogation so as to not coerce the suspect into making an invalid or false statement.
- C. Statements taken from suspects must meet constitutional standards and must be free from the influences of coercion, deprivation of counsel, and any other forms of influence, which may discredit the statement and bring into question its voluntariness.
- D. Officers shall document the circumstances surrounding the conduct of interrogations and the recording of confessions. Required information includes but is not limited to the following:
 - 1. Location, date, time, and duration of the interrogation;
 - 2. Identities of all persons present;
 - 3. Miranda warnings given, the suspect's responses, and any waivers provided; and
 - 4. The nature and duration of any breaks or lapses during the interrogation and the reasons for them.
- E. When a suspect is in custody, the person conducting the interview or interrogation will give a Miranda warning. If the officer is not certain whether a custodial situation exists, the officer will seek clarification or give the Miranda warning. As a general guideline, whenever a question exists as to the need for a Miranda warning, the warning should be issued.
- F. Non-custodial interrogations occur when questioning takes place of a suspect who is not in custody. Officers are not required to advise a suspect of his or her Miranda rights if he or she is not in custody. The suspect should be specifically told by the interviewing officer that he or she is not under arrest. Other factors that help demonstrate that an interrogation was non-custodial might be the means used to transport the suspect, if the suspect was allowed to move about freely, the absence of restraints, or if the suspect was allowed to leave the interrogation. These factors should be documented in the officer's supplementary report detailing the interrogation.
- G. Generally, no more than two (2) officers should conduct an interrogation.
- H. Extended interrogations should utilize a break period and be documented.
- I. Whenever possible a recording shall be made of the interrogation giving time, date, location, officers present, waiver of rights, and the time the statement ended.
- J. At the conclusion of each interrogation, if the interrogation was not audio recorded the officer conducting it will make every reasonable and legal attempt to obtain the statement in written form from the suspect. Where a written or taped statement from the suspect is not possible, the officer should document as many details of the suspect's statements in his or her report as possible.

20.2.3 Interrogation Rooms

- A. As a tactical consideration, interrogations should not be conducted in an area that puts the suspect in a position of control over the officer. The officer must consider his or her safety prior to the interrogation. Depending upon the circumstances the officer may consider securing his or her weapons. The officer at a minimum should not put him or herself in a position where his or her weapons may be seized. See section 26.3.1 (Facilities and Security).

- B. In situations of an interrogation or interview conducted by just one (1) officer, it is recommended the interview be monitored by another officer.
- C. There should be minimum furniture and equipment located in rooms specifically designed for conducting interviews. Generally speaking a table or desk, chairs, and recording equipment are the only necessary items that should be located in the room.
- D. Audio and video recording capabilities are installed in all interview rooms and shall be used during interrogations. If a suspect meets with his or her attorney in an interview room, the attorney will be told that the system is recording.



Sheridan Police Department
Policies and Procedures
20.3
Chapter 20 – Investigations
Section 3 – Eye Witness Identification

Date: January 1, 2013
Revised: 03/11/2022

Signature:

The following guidelines will be followed when eyewitness identifications are solicited by officers.

20.3.1 On-Scene Identifications

- A. Because of their inherent suggestiveness, field identifications should be avoided in most cases. However, when a line-up cannot be promptly arranged, or there is an immediate need to arrest the suspect, field identification may be used. The most common situations are when a serious crime is still fresh, a suspect is located in the vicinity, and the suspicion does not rise to probable cause.
- B. Benefits of a field show-up include quick verification of a subject's identity. If the detainee is not the suspect he or she can be promptly released and officers can continue searching for the person responsible.
- C. An officer may arrange a show-up between a witness and a suspect when there is reasonable suspicion to believe the suspect committed a crime and that the detention occurs soon after the crime was committed. The time between the offense and the identification must be brief.
- D. Guidelines for conducting the show-up:
 - 1. A suspect cannot be detained for longer than a reasonable period of time to confirm or refute whether the suspect is the perpetrator.
 - 2. Officers at the scene and in contact with the witness will obtain a detailed description of the perpetrator before the suspect is shown to the witness. The witness must advise the officers that they will be able to recognize the person who committed the crime prior to the show-up.
 - 3. The courts require that the suspect be inconvenienced as little as possible during a detention and show-up. Generally this means that the witness should be brought to the suspect.
 - 4. If at all possible, any indications that the suspect is in custody (i.e. - handcuffs, placement in the back seat of the patrol car, etc.) should be avoided.
 - a. If the suspect is handcuffed, measures should be taken to conceal this fact from the witness when possible.
 - b. Nothing should be said to the witness prior to the identification that might be considered suggestive such as "we think we caught the guy", "the suspect has the victim's property", or referring to person to be observed as a "suspect" etc.
 - c. Nothing suggestive should be said after identification. This could have a corrupting effect on all subsequent identifications and result in their suppression.
 - 5. Before a field identification procedure begins, the witness should be informed that:

- a. The person being viewed may not be the offender; and
- b. The witness is not required to make an identification.
- 6. Show-ups should not be conducted with more than one (1) witness present at a time. Witnesses should not hear others' accounts because they may be influenced by that information. If there is more than one (1) witness, the show-up must be conducted separately for each witness, and witnesses should not be permitted to communicate before or after any show-up regarding the identification of the suspect.
- 7. The suspect should not be required to put on any clothing that was worn by the perpetrator, make any statements that were made by the perpetrator, or perform any actions that were performed by the perpetrator.
- 8. The same suspect should not be presented to the same witness more than once.
- 9. If there are multiple suspects, the suspects must be separated and subjected to separate show-up procedures.
- 10. The level of certainty the witness has in his or her identification of the suspect should be assessed. In the report, the officer should record statements by the witness regarding the identification ("that's him/her", etc.). The witness should describe how he or she knows it is the right person.
- 11. Information about the identification process should be recorded, including:
 - a. What the lighting conditions were (i.e. - spotlight, flashlight, daytime).
 - b. The distance of the witness to the detained person.
 - c. Where the witness was during the identification.
 - d. How long the witness looked at the subject before making the identification.
 - e. The presence of anyone else.
 - f. Time, date and location of identification.
 - g. Identification and non-identification results.
 - h. Confidence and certainty statements made by the witness should be quoted.
 - i. If the witness wears glasses or contacts and if he or she had them on at the time of the show up and original sighting.

20.3.2 Photo Lineups

- A. Photographic line-ups will consist of a minimum of six (6) individual photographs. Only one (1) member of the photographic line-up will be a suspect in the case.
- B. Each member of a photographic line-up should resemble the witness's description of the suspect's significant features, such as: age, race, facial features, weight, build, and any unique or unusual features.
- C. Photographic line-ups should be compiled using the same quality of photo (i.e. - all black and white or all color).
- D. The suspect photograph will be randomly placed in the photographic line-up. The photograph should be recent and resemble the suspect's appearance at the time the offense was committed.
- E. Photographs shown to witnesses shall not contain any identifying information.
- F. When showing a new suspect, fillers previously shown to the same witness should not be used.
- G. Officers shall document the line-up procedures including:
 - 1. Identification (and non-identification) results;
 - 2. Source(s) of all photos used;
 - 3. Names of persons appearing in the photographs and witnesses at the lineup;
 - 4. Date, time, and place of the identification procedure;

5. The witness' own words regarding how sure he or she is about the identification;
 6. Officers should have the person making an identification circle the photograph and sign his or her name under the photograph; and
 7. If the witness wears glasses or contacts and if he or she had them on at the time of the show up and original sighting.
- H. Simply showing an eyewitness a single photo of the suspect is not acceptable.

20.3.3 Instructing Witnesses Prior To Viewing a Lineup

- A. Prior to presenting a lineup, the investigator shall provide instructions to the witness to ensure the witness understands the purpose of the identification process is to exonerate the innocent as well as to identify the actual perpetrator.
- B. Prior to presenting a lineup, the officer should instruct the witness:
 1. That he or she will be asked to view a set of photographs.
 2. That the person who committed the crime may or may not be in the lineup being presented.
 3. To keep in mind that hair styles and colors, beards and mustaches may be easily changed and that photographs may not depict the true complexion of a person.
 4. To disregard markings that may appear on any of the photos.
 5. That it is just as important to clear the innocent person from suspicion as to identify the guilty parties.
- C. Officers should:
 1. Avoid comments or gestures to the witness that might be considered suggestive or influence the witness' selection.
 2. Assure the witness that regardless of whether or not identification is made, the department will continue to investigate the incident.
 3. Instruct the witness that the procedure requires the investigator to ask the witness to state, in his or her own words, how certain he or she is of any identification.



Sheridan Police Department
Policies and Procedures
20.4 Replaces 411.1
Chapter 20 – Investigations
Section 4 – Disrobing for Photographic Evidence

Date: January 1, 2013
Revised: 03/11/2022

Signature:

In the course of police investigations, it is sometimes necessary to ask victims and/or suspects to disrobe for photographic purposes, to view injuries and gather evidence. In all such instances, officers of this department will take every avenue available to avoid unnecessary embarrassment or humiliation for the person who must disrobe for the officer while still accomplishing the task at hand.

20.4.1 Disrobing for Photographic Evidence

- A. Injuries located in intimate areas should be taken by an officer of the same sex as the victim or a medical professional, in an area allowing privacy.
- B. Unless it will result in evidence being lost or a case being placed in jeopardy, no member of this department will ask another person to disrobe unless a member of that person's same sex is present in the room as a witness. If a witness of the same sex cannot be located, another officer shall be present.
- C. The reason for having the person disrobe should be explained to the person who is being asked to disrobe in front of the witness. The witness's name should be included in the report.
- D. In the rare event that no person can be located to witness the event, the officer may proceed only if not doing so is likely to cause serious damage to the case. If practical, a supervisor shall be contacted prior to continuing. In this case, the officer shall make notes in the report of the facts and circumstances surrounding the event.
- E. Officers should be diligent in using all available resources, including outside agencies, such as: Sheridan County Sheriff's Office, ambulance personnel, Advocacy and Resource Center and Sheridan Memorial Hospital.

20.4.2 Taking Photographs

- A. When taking photographs of a victim's injury, the photographs should contain full body length and intermediate distance images of the victim. Close-up photographs should be taken both with and without the use of a suitable ruler to indicate size/scale of the injury.
- B. When taking photographs of an injury, the photographer should position the camera at a ninety (90) degree angle to the injury.
- C. Several close-up photographs should be taken of the injury with and without the evidence ruler present in the photograph. A person not involved in the investigation should be able to identify where on a person's body a documented image is.



Sheridan Police Department
Policies and Procedures
20.5
Chapter 20 – Investigations
Section 5 – Surveillance

Date: January 1, 2013
Revised: 03/11/2022

Signature:

Surveillance is an important investigative method and at times may be essential to detecting and prosecuting criminal cases. All surveillance operations are to be conducted in a manner that will not infringe on the statutory or constitutional rights of any individual.

20.5.1 Purpose

Surveillance will only be used to collect information for legitimate law enforcement purposes.

20.5.2 Types of Surveillance

The type of surveillance used is dependent upon the type of information to be collected and/or the type of criminal activity. Levels of surveillance include:

- A. Casual surveillance is generally informal, such as a drive-by of a location of interest;
- B. Formal surveillance which is conducted for an extended period of hours or days;
- C. Long-term surveillance which is conducted on an ongoing basis; and
- D. Electronic surveillance which is conducted through mechanical monitoring equipment.
- E. Any type of surveillance beyond casual shall be authorized by a supervisor and documented in an incident report.

20.5.3 Planning

Planning is an integral part of surveillance activity. The individual designated as being responsible for the surveillance is responsible for each of the following:

- A. Crime Analysis
 - The type of crimes involved, elements necessary to prove that a crime has occurred, and varying methods of investigation need to be examined.
- B. Analysis of Suspect
 - Information needs to be gathered concerning the suspect. This includes information on:
 1. Identification of suspects, or ways to identify suspects if their identities are not known;
 2. Associates and their level of involvement;
 3. Residence and business addresses;
 4. Locations the suspect is known to frequent;
 5. Vehicles;
 6. Method of operation;
 7. Past criminal involvement; and
 8. Suspected degree of involvement in crime currently being investigated.
- C. Site Reconnaissance
 - Aerial photographs, reconnaissance photographs, plat maps, and drive-bys are methods used to familiarize officers with the area in which the surveillance is to be conducted.

D. Personnel

The number of officers involved depends upon the circumstances and length of the surveillance. Officer safety is a primary concern as well as effectiveness of the operation. More officers are required when dealing with individuals suspected of being armed, with a history of violence, or committing crimes with a high potential for violence. The number of officers involved must be balanced with the overall needs of the department.

E. Operational Procedures

The most secure method of communication should be utilized for surveillance.

The department realizes that surveillance involves certain risks and officers are expected to use good judgment and weigh the risks to themselves and the public against the possible benefit.

F. Briefing

All formal, long term or electronic surveillances require a formal briefing. Legal requirements and restrictions on surveillance are discussed with the appropriate prosecutor, if necessary, and reviewed at the briefing.

20.5.4 Equipment

- A. The department may use different types of equipment for surveillance.
- B. The department is committed to assisting other law enforcement agencies whenever possible. Equipment shall be made available for use by requesting law enforcement agencies with approval from the duty administrator. Considerations in granting approval include:
 1. Department need for the equipment;
 2. Ability of the borrowing agency to use and care for the equipment; and
 3. Knowledge of the borrowing agency on legal uses of the equipment.

20.5.5 Use of Equipment

- A. Employees shall use department equipment and property only for its intended purpose, in accordance with procedures, and shall not negligently or purposely abuse, damage, destroy or lose department equipment.
- B. Any surveillance involving the interception of oral communications, placement of covert surveillance cameras or electronic tracking devices requires prior approval of a supervisor.
- C. The supervisor authorizing the use of the surveillance equipment is responsible for ensuring the following:
 1. The methods utilized are lawful and do not violate constitutional guarantees or statutory provisions;
 2. The date and time of the equipment's use is properly recorded; and
 3. The equipment is returned and secured.
- D. All matters concerning electronic surveillance should be treated as confidential, to be disclosed on a strict need to know basis.

20.5.6 Information Specific to Tracking Devices

- A. Tracking devices will only be used on active cases.
- B. Use of tracking devices will be coordinated through the Special Operations Lieutenant.
- C. A search warrant is required for the installation of an electronic tracking device. This shall be limited to attachment to the exterior of objects or vehicles.
- D. Installations shall occur on vehicles parked on a public roadway, or when parked in a public parking lot or where the suspect leaves the object or vehicle in an area accessible to the public and has no justifiable expectation of privacy.

20.5.7 Information Specific to Audio Recording

Wyoming Statute 7-3-702(b)(iv) requires consent to record be obtained from one party to the conversation.



Sheridan Police Department
Policies and Procedures
20.6
Chapter 20 – Investigations
Section 6 – Intelligence & Confidential Informants

Date: January 1, 2013
Revised: 03/16/2022

Signature:

Information gathering is a fundamental and essential element in the duties of any law enforcement agency. The Sheridan Police Department shall gather information on specific individuals and/or organizations reasonably suspected of criminal and/or terrorist activities. The information shall be gathered with due respect for the rights of those involved and disseminated only to authorized individuals. All members of this agency are responsible for reporting information that may help identify criminal and/or terrorist activities.

20.6.1 Intelligence Operations

- A. Criminal intelligence operations include gathering, evaluation and dissemination of information regarding individuals or activities suspected of, or known to be, criminal in nature that present a threat to the community.
- B. Criminal intelligence file(s) consist of stored information on the activities and associations of:
 - 1. Individuals who:
 - a. Are suspected of being involved in the actual, attempted, planning, organizing, financing, or commission of criminal acts; or
 - b. Are suspected of being involved in criminal activities with known or suspected crime figures.
 - 2. Organizations, businesses, and groups that:
 - a. Are suspected of being involved in the actual, attempted, planning, organizing, financing, or commission of criminal acts; or
 - b. Are suspected of being illegally operated, controlled, financed, or infiltrated by known or suspected crime figures for use in an illegal manner.
- C. Criminal intelligence is defined as data which has been evaluated to determine that it is relevant to the identification of an individual who, or organization which, is reasonably suspected of involvement in criminal activity.
- D. Information collected will be limited to criminal conduct and activities that present a threat to the community. Intelligence files shall be stored and maintained by the Special Operations Lieutenant. These areas are as follows:
 - 1. Organized crime activity including narcotics and outlaw motorcycle gang information;
 - 2. Terrorist activity (see section 21.1.6);
 - 3. Vice activity; and
 - 4. Caution indicator files in the records management system maintained by dispatch.
- E. Information gathering in support of intelligence operations is the responsibility of each member of the department. When a member receives intelligence information, it will be submitted to the person responsible for maintenance of the file and will include:
 - 1. Suspect information;

2. A summary of the suspected criminal activity and/or danger posed; and
 3. Source of the information.
- F. Criminal intelligence shall not be collected or maintained about the political, religious, or social views, associations, or activities of any individual or group.
- G. The position responsible for maintenance of the file shall evaluate the information and determine if it is credible. Credible information shall be maintained and non-credible and out of date information shall be purged.
- H. When information is collected, nationally recognized intelligence resources should be checked to verify locally collected information. These resources include computer-based systems such as:
 1. Law Enforcement Online (LEO); and
 2. Regional Information Sharing Systems Rocky Mountain Information Network.
- I. In the case of caution indicator flags in involvements, entry requires approval by a shift supervisor or a higher ranking official. The person providing the information, the supervisor approving the entry and the supporting information will be included with the warning.
- J. Except for caution indicators, the position responsible for maintenance of the file shall maintain the information in a separate secured file or folder.
- K. Extreme care must be taken to control dissemination of intelligence information, which will be released on a need-to-know basis.
- L. The intelligence function will ensure the legal rights and privacy of those involved are not violated by following the guidelines in 28 CFR Part 23 which contains implementing standards for operating federally funded multi-jurisdictional criminal intelligence systems. Since it only applies to systems operating through federal funding under the Omnibus Crime Control and Safe Streets Act of 1968 it only controls department participation in Rocky Mountain Information Network, however provides a guide for other department intelligence activity.

20.6.2 Confidential Informants

- A. In many instances, the use of confidential informants (CI) can provide valuable information that will assist in successful investigations.
- B. While the use of confidential informants may often be an effective tool in investigations, it must be recognized that an investigation can be undermined by the misconduct of either the confidential informant or the officer utilizing the informant. Therefore, officers will consistently take all necessary precautions to protect the welfare of confidential informants and to employ sound confidential informant control procedures.
- C. A confidential informant is an individual who provides information to and/or aids by other means (such as serving in a clandestine capacity to gather information) an investigation in return for money, other considerations or no considerations.
- D. A file shall be maintained on each confidential informant used by officers.
- E. Confidential informant files are restricted access files maintained by the special operations lieutenant to document information that pertains to confidential informants and to include a record of all transactions associated with each informant. Informant files shall be maintained in a secured area.
- F. Unreliable informant files are files maintained by the special operations lieutenant to document information pertaining to individuals determined to be unfit to perform as informants.
- G. Prior to any deal involving an informant, all information regarding the informant will be fully documented. All informants will be completely identified and documented by completing a

- confidential informant agreement, a bio-sheet, a consent for electronic and video intercept form and a photograph of the confidential informant.
- H. The confidential informant will be assigned a CI number by the special operations lieutenant or designee. All references to the informant will be by the assigned code number unless otherwise required.
- I. The special operations lieutenant shall be responsible for developing and maintaining informant files and an indexing system. The file will include, at a minimum, the following information:
1. Informant bio sheet which includes:
 - a. Name of informant, including any and all known aliases;
 - b. Date of birth;
 - c. Social security number;
 - d. Home address and telephone number;
 - e. Physical description, including any tattoos or distinguishing features;
 - f. Place of employment, including current position, address and telephone number;
 - g. Vehicles owned or used and their registration numbers;
 - h. Known associates; and
 - i. Gang affiliations.
 2. Background information and criminal history record, if any;
 3. Photograph of informant;
 4. A signed copy of the confidential informant agreement;
 5. Assigned code number for the informant;
 6. Name of contact officer initiating the use of the informant;
 7. A brief synopsis of the information provided by the CI and the subsequent reliability of that information; and
 8. Record of payments to the informant.
- J. Any inquiries as to confidential informant information, whether from within the department or from sources outside the department, shall be conducted through the special operations lieutenant who shall have the discretion to deny the release of the information unless compelled to do so by a court order.
- K. In the event that information on a CI is to be released, the supervisor in charge of the file who will be releasing the information shall contact the investigator with control over the CI prior to releasing any information and inform him or her of the pending release.
- L. Officers will make every effort to protect the identity of a CI including the following precautions:
1. All references to the CI on receipts or other documents will be by the assigned control number.
 2. When completing reports accessible to the public including affidavits for search warrants, officers should refer to the individual simply as a "CI". They should not include any reference to the assigned code number. Officers should never refer to a CI by name, or gender specific pronoun, in any document.

20.6.3 Use of Informants

- A. When using informants, it is essential to establish their reliability before using information, whenever possible. Officers must be aware that informants may not be loyal to police

- operations and the potential for misinforming or compromising investigative efforts always exists and must be guarded against.
- B. All confidential informants are required to sign and abide by the provisions of the confidential informant agreement. The officer utilizing the CI shall discuss each of the provisions of the agreement with the CI, with particular emphasis on the following:
 1. Informants are not law enforcement officers; they have no arrest powers, and may not carry a firearm;
 2. Informants will be arrested if found committing any criminal acts on their own and without the knowledge of the police department. If arrested or charged, they will receive no special legal considerations; and
 3. Informants may not engage in entrapment.
 - C. Arrangements should be made with informants to conduct meetings at locations where the identity of the informant is not likely to be jeopardized.
 - D. Whenever possible, an officer should always be accompanied by another officer when meeting with a CI.
 - E. Each time a CI is used in a clandestine capacity to gather information a current photograph shall be taken and placed in the CI's file.
 - F. Officers are not to knowingly involve informants in life threatening situations.
 - G. No member of the police department shall maintain a social relationship with a CI or former CI. Officers will not use personal cell phones to communicate with CI's.
 - H. If a potential CI is on parole or probation, the handling officer shall notify the individual's parole or probation officer and abide by any restrictions or rules placed on them. A notation of the parole or probation status, the name and telephone of the parole or probation officer, and the date notified should be included in the file.
 - I. Juveniles will not be utilized as confidential informants without the following conditions being met:
 1. Prior approval from the police administration;
 2. Written permission from the juvenile's parent or legal guardian; and
 3. The informant file is tagged in a way that clearly indicates the informant is a juvenile.
 - J. Use of Informants by Patrol Officers
 1. Patrol officers are encouraged to develop contacts that may develop into informants for specialized investigative components of the department, or for the patrol officers themselves.
 2. Due care and responsibility must be taken when developing and using informants to ensure confidentiality.
 3. The use of informants must be cleared through the patrol operations lieutenant or designee.
 4. A file must be kept on each informant as previously outlined in section 20.6.2.
 - K. The special operations lieutenant must approve all confidential informant payments. The special operations lieutenant will review the information supplied by confidential informants and evaluate its potential value. Such factors as the possible number of cases that may be cleared, the quantity of controlled substance, the value of stolen property, and the overall value of the information for investigative needs are to be weighed as the supervisor evaluates the amount of payment.
 - L. Any payments made will be in accordance with section 27.3.3.



Sheridan Police Department
Policies and Procedures
20.7
Chapter 20 – Investigations
Section 7 – Officer’s Role in Judicial Negotiations

Date: January 1, 2013
Revised: 03/16/2022

Signature:

The role of the officer as a witness in court proceedings represents an area where many critical factors are at stake, most importantly, the officer’s and agency’s reliability and credibility. In an overall sense, the officer is an investigator and presenter of fact. He or she is not an attorney and should refrain from activities that cross the bounds of being a fact finder and presenter. From an official standpoint, the final determination of how a case is disposed of in the legal system is the prerogative of the prosecutor.

20.7.1 Criminal Cases

- A. When requested to speak with a defense attorney on criminal cases, the officer should consult with the prosecutor on whether or not to discuss the case with the defense attorney and any limitations on the scope of the conversation.
- B. Officers will not enter into any plea negotiations with any defense attorney, nor will they give their opinions to a defense attorney about the suitability of a case for a plea negotiation.
- C. Officers may discuss plea arrangements with members of the prosecutor’s office.

20.7.2 Civil Cases

- A. Members of the department shall notify the chief of police in writing through the chain of command when they are involved in any kind of civil litigation arising out of their duties.
- B. In the case that the department is listed as a defendant, information concerning the case will not be discussed with the plaintiff or the plaintiff’s attorney unless prior approval has been received from the city attorney or the attorney representing the city in the case.



Sheridan Police Department
Policies and Procedures
20.8
Chapter 20 – Investigations
Section 8 – Polygraph Procedures

Date: January 1, 2013
Revised: 03/16/2022

Signature:

The purpose of a psychophysiological detection of deception (PDD, polygraph) examination is to determine whether the examinee is being truthful or deceptive regarding an issue under investigation. Polygraph examinations may be conducted as screening examinations, and may also be conducted as investigative or evidentiary examinations. The polygraph may be used as an investigative tool in the resolution of criminal cases, internal affairs investigations, pre-employment examinations and other matters. The polygraph examination shall be considered as supplemental to, but not a substitute for, other investigative efforts. Examinations shall be conducted for the purpose of determining the veracity of the person tested regarding the issue under investigation and to arrive at the truth concerning the issue.

20.8.1 Polygraph Examiners

- A. Personnel assigned as polygraph examiners shall:
 - 1. Successfully complete a basic course of polygraph instruction from a recognized American Polygraph Association polygraph school.
 - 2. Maintain and demonstrate proficiency as an examiner.
 - 3. Complete a minimum of twenty (20) hours of additional training in polygraph techniques or related areas during each consecutive twenty-four (24) month period.
- B. Examiners will conduct their official duties in a manner which reflects the highest standards of ethical conduct as a polygraph examiner.

20.8.2 Environment

- A. Examinations and interviews will be conducted in a professional atmosphere reasonably free of audible and visual distractions.
- B. Certificates and diplomas will not be displayed in a manner where they can be seen by the examinee during the testing phases of the examination.
- C. Examiners will maintain a professional appearance consistent with the standards of the business and professional community in the area and the season of the year.
- D. Uniforms will not be worn nor will emblems of authority (i.e. - badges, weapons, etc.) be displayed.

20.8.3 Procedure

- A. Scheduling Examinations
 - 1. Examinations will not be scheduled until the investigation has developed adequate, specific information to serve as a basis for the examination and examinations will not be scheduled in lieu of other investigative efforts. The effectiveness of the polygraph

- examination, to a large extent, is based upon the thoroughness of the investigation, prior to having the person take the examination. All examinations must be approved by the detective supervisor or police department administration.
2. Appointments will be scheduled with a polygraph examiner. Priorities should be established based upon the seriousness of the crime involved and the most likely suspects should generally be scheduled first.
 3. Documentation of the details of the crime, including, but not limited to, the initial reports of the incident, statements of the potential examinee and information supporting and/or contradicting those statements, will be provided to the examiner prior to the examination.
 4. Persons will not be scheduled for examination immediately following an extensive accusatory interrogation.
 5. Persons will not be scheduled for examination unless they are willing to submit to the examination.
 6. Persons will not be scheduled for examination at a time when they:
 - a. Are obviously fatigued or in serious ill health;
 - b. Have serious physical injuries or are in substantial pain;
 - c. Are obviously influenced by alcohol or drugs; or
 - d. Have recently suffered a severe physical or emotional trauma.
 7. Persons under the age of eighteen (18) will not be scheduled for examination until formal written and informed consent has been obtained from the individual's parent or legal guardian. If the examinee is under the age of eighteen (18) and does not live with a legal guardian or parent, then no examination will be conducted without first obtaining the advice of the prosecuting attorney's office.

20.8.4 Records and Reports

- A. The examiner will complete a report or synopsis of the polygraph examination to include an identification of the examinee, background information, relevant questions asked, the examinee's answers, the examiner's opinions concerning the indication of truthfulness or deception and any admissions made by the examinee relevant to the issue during the examination.
- B. Pre-test, test, and post-test activities shall be video and/or audio recorded.
- C. The results of the examination and information obtained from the examinee concerning the issue under investigation will not be released to any person or agency other than those authorized by department policy and law.
- D. Records, documents, and recordings obtained during the course of an examination will be maintained per the Wyoming record retention schedule, but for not less than three (3) years, in a manner which protects their confidentiality.
- E. Examiners will not divulge information gained during polygraph examinations for pre-employment purposes to any party except the hiring authority or his or her designee.
- F. Information gained during the examination of internal related polygraphs will be released only to the officer assigned to conduct the internal investigation, and chief of police, unless otherwise directed by the chief of police.

20.8.5 Pre-Employment Polygraph Examinations

- A. Decision-support and incremental validity

1. Psychophysiological detection of deception (PDD), or polygraph testing, may be regarded as a decision-support tool intended to add incremental validity to risk-assessment and risk-management efforts surrounding the evaluation and selection of law-enforcement and other public-service applicants.
2. Polygraph testing, and polygraph test results, should not supplant or replace the use of professional expertise and judgment provided by other relevant fields of practice. Polygraph testing should be integrated into a comprehensive selection process that includes background investigations, credit checks, national agency record checks, personal interviews and other methods used to assess the suitability of a candidate.
3. Polygraph test results, absent other supporting information, should not be used as the sole basis for the selection or rejection of a law-enforcement or public-service applicant.
4. Operational objectives of pre-employment testing include:
 - a. Increased disclosure of additional information that will be of interest to risk adjudicators and hiring professionals in the law enforcement and public service selection process.
 - b. Deterrence of unsuitable applicants from joining and/or remaining in the applicant pool, by increasing the likelihood that past transgressions and activities will become known to authorities.
 - c. Detection of applicants who attempt to withhold information that would be of interest to risk adjudicators and hiring authorities in the law enforcement selection process.

B. Screening tests

1. Pre-employment tests are screening tests. Screening tests are conducted in the absence of a known incident or allegations. This is in contrast to criminal investigative polygraph, or diagnostic examinations that focus on a suspect's involvement in a single known event or known allegation that is the subject of an investigation.
2. Screening exams may at times be narrowed to a single issue of concern, in the absence of a known incident or known allegation. However, most screening exams include multiple issues of concern (mixed issues), in which it is conceivable that a person could be involved in one (1) or more issues while remaining un-involved in other issues of concern.

C. Compliance

1. Examiners shall adhere to all requirements of the law, to include the Employee Polygraph Protection Act (EPPA), Equal Employment Opportunity Commission (EEOC), Americans with Disabilities Act (ADA), and other applicable bodies of law. Although polygraph examinations are used in both the pre-conditional and post-conditional offer stages in law enforcement hiring, the Americans with Disabilities Act (ADA) limits the scope of pre-offer medical inquiry.
2. Except as provided by law, polygraph test information and results should be kept confidential within the screening process; to be used exclusively to assist in applicant selection. Absent a legal obligation and waiver to report polygraph examination information, it should be treated with the utmost respect in regard to confidentiality.

D. Relevant Issue Selection

1. Investigation issues for law-enforcement and public-service pre-employment screening polygraphs should be selected from the agency hiring policies, and should reflect actuarial indicators of training and job performance whenever possible.

2. Polygraph investigation issues should be limited to the smallest number possible and restricted to areas that:
 - a. Are based on agency hiring policies, or are actuarially relevant to success in law-enforcement or public-service training and job performance;
 - b. Describe past behaviors (not thoughts, inclinations, intentions or states of mind);
 - c. Are sufficiently recent to assure accurate recollection by the applicant;
 - d. Are sufficiently precise in definition as to avoid confusion in the mind of the applicant; and
 - e. Are not adequately, or better addressed, by another investigative method already employed as part of the screening process.
3. General evidence-based predictors of performance may include:
 - a. The applicant's history of involvement in unknown or unreported criminal activities, including contact, income from or involvement with organized crime activities;
 - b. The applicant's history of involvement with illegal drugs, including manufacture, distribution, transportation, profiting from, or use;
 - c. The applicant's history of involvement in sexual contact with minors, including child-pornography use; and
 - d. The applicant's history of involvement in unknown acts of violence, including acts of intolerance towards persons of differing racial or ethnic backgrounds.

E. Pre-Employment Examination Questionnaire

1. A pre-employment examination questionnaire may be provided to the applicant for completion prior to the testing process. The questionnaire should cover the applicant's entire relevant life activities, including his or her experiences as a law enforcement officer, if applicable.
2. The examiner should review the applicant's questionnaire with the applicant, following the principles of a structured or semi-structured interview. The goal is to elicit relevant information in a non-threatening manner.
3. Any admissions by the applicant of activity that falls within the purview of legitimate areas of concern for the hiring agency should be noted and reported to the prospective

F. Post-Test Review

1. The applicant should be informed of the test results and given an opportunity to provide any additional information or explanation whenever there are Significant Reactions (SR) observed to any of the test questions.
2. Any admissions by the applicant of activity that falls within the purview of legitimate areas of concern for the hiring agency should be noted and reported to the prospective employer for consideration.

G. All documentation of the examination shall be retained per the Wyoming records retention schedule (see Wyoming Statutes 9-2-405 through 9-2-413).



Sheridan Police Department
Policies and Procedures
20.9 Replaces 401.6
Chapter 20 – Investigations
Section 9 – Case Assignments & Follow Ups

Date: January 1, 2013
Revised: 03/16/2022

Signature:

Supervisors are responsible for assuring that cases are fully investigated. Officers should recognize the importance of case follow-up and their responsibility in completing case assignments.

20.9.1 Case Assignments and Follow-Ups

- A. Reporting officers shall list case status in their report. Supervisors shall ensure the correct status is listed during the review process.
- B. Officers are responsible for follow-up investigation of their original cases unless the case is assigned to the detective division or another officer.
- C. A patrol supervisor may request a case be investigated further by the detective division. This request should be made when the nature of the investigation due to the complexity, time required, possible consequences, or sensitive nature indicate a detective should complete the investigation. The special operations lieutenant or designee may choose to not accept the case and send it back to the patrol supervisor for assignment and investigation. Cases assigned to detectives will generally only be felony level crimes.
- D. Detectives may be assigned some misdemeanor cases if it is related to other cases they are working, if it is a misdemeanor case requiring extensive follow-up, or if it appears related to other crimes. The special operations lieutenant or designee will notify the original officer's supervisor if the case should be assigned to detectives.
- E. The special operations lieutenant or designee, upon reading a report, will assign cases to detectives determining the priority based upon the gravity of the offense, probability of solution, and urgency of action.
- F. The special operations lieutenant or designee will assign cases based upon caseload and manpower considerations. If a case requires specialized skills or knowledge, efforts will be made to assign the case to the detective who possesses the training or expertise required to investigate the case.
- G. Supervisors shall utilize the records management system to monitor the status of cases assigned to individual officers. Supervisors shall regularly review case status reports to ensure officers complete their assigned casework.
- H. Officers will generally close out assigned cases within nine (9) shifts of taking the report. If the case cannot be closed out within nine (9) shifts the responsible officer must meet with their supervisor about the incident (see section M). Officers should take some action on the case within two (2) shifts. If immediate action is not able to be taken the reporting person will be notified.
- I. Some cases require immediate action. Those cases will be brought to the officer's attention by the supervisor. If the officer assigned to the case is unavailable, shift supervisors will reassign the case and assure the investigation is completed.

- J. Officers will notify their supervisor if they are unable to meet the closure deadline. The supervisor will then ensure the case continues to receive appropriate attention. If the case cannot be closed within a reasonable amount of time, the supervisor will make the division commander aware of the circumstances surrounding the case.
- K. Officers should strive to complete reports as soon as practical. At a minimum by the end of shift, officers shall complete all involvement entries, arrest affidavits, a case summary, and a synopsis. If a custodial arrest is made, Title 25 action taken, or a child taken into protective custody, prior to the end of the officer's shift the narrative report will reflect actions taken and information gained to that point.
- L. Officers will keep in contact with the victim in reference to their progress in the case and prior to closing the case.



Sheridan Police Department
Policies and Procedures
21.1 Replaces 408
Chapter 21 – Emergency Operations
Section 1 – Unusual Occurrences

Date: January 1, 2013
Revised: 03/16/2022

Signature:

Unusual occurrences include emergencies resulting from natural or man-made disasters, civil disturbances, special operations including barricade or hostage situations, bomb threats or disposal, VIP protection, and special events. While such situations are not common occurrences, the department expects its personnel to respond in a manner consistent with the department's professional image. The many variables involved prevent precise development of plans for specific situations; however, basic planning can be performed to guide officers.

21.1.1 Responsibilities

- A. The chief of police or designee, referred to as the department coordinator, is responsible for the overall planning for law enforcement response to unusual occurrences and special operations and for department participation in county or regional operations.
- B. All officers and supervisors will familiarize themselves with emergency operation plans in this chapter in order that they may readily perform assigned responsibilities.
- C. The chief of police or designee is responsible for coordinating all law enforcement plans with municipal, county, state, or federal officials charged with emergency activities and to request assistance from other agencies or jurisdictions as needed.
- D. The chief of police and command staff will develop and maintain liaisons with other agencies in order to enhance the department's ability to cooperatively and effectively respond to any field situation or emergency.
- E. In the event of a major unusual occurrence, the department may be responsible for providing communications functions, first aid, search and rescue, evacuation, investigation, disaster perimeter protection, crowd control and the prevention of looting.
- F. The department coordinator shall act as the chief's liaison tasked with planning a response to critical incidents and training exercises. The special operations lieutenant and patrol operations lieutenant may participate in response planning and preparation as directed.
- G. Special operations preparedness
 - 1. To ensure the operational preparedness of equipment to be used in support of emergency operations, the patrol operations lieutenant, or designee, shall conduct quarterly inspections of any agency equipment designated for use in unusual occurrence situations to ensure its readiness and to ensure that adequate supplies are on hand.
- H. Supervisors must know the abilities of assigned personnel and shall use this information in assigning or calling out officers for special operations. They shall assign officers by which are best suited for requisite response.

21.1.2 General Emergency Incident Response

Working under the incident command system, the following procedures will be followed when applicable:

- A. The first responding officer shall:
 1. Take control of the situation;
 2. Secure and contain the scene, if possible through establishment of a perimeter, first aid, search and rescue or other appropriate action;
 3. Inform a supervisor of the incident; and
 4. Inform communications of the location and nature of the incident and provide a preliminary assessment of assistance needed.
- B. The shift supervisor shall:
 1. Evaluate and assess the incident and implement immediate emergency action to provide manpower or equipment if the emergency exceeds the capabilities of on-duty field personnel; and
 2. Notify the patrol operations lieutenant of any call out of personnel.
- C. The incident commander or designee will work with supervisors from other emergency management agencies such as the fire department, emergency medical services and with city, county, state, and federal agencies in order to restore normal operations.
- D. Staging Area
 1. The incident commander or designee will determine the primary and alternate locations for personnel to assemble to receive their assignments and resources for the duration of the incident.
 2. The staging area may contain personnel, supplies, equipment, temporary feeding, fueling, and/or sanitation.
 - a. Personnel will check in with the resources unit.
 - b. Supplies and equipment will be checked in with the supply unit.
 - c. If neither of the above are activated, resources will report to the staging area manager. A manager will be assigned for each staging area. They will be responsible for checking in all incoming resources, dispatching resources at the incident commander or designee's request, and requesting logistics section's support as necessary.
 3. Staging areas may also provide locations for minor maintenance and servicing of equipment. These areas may be relocated to meet the operational needs of the incident.
- E. Command Post
 1. Depending on the type of critical incident that is occurring, an appropriate location will be designated as the incident command center (EOC) and will be activated and manned to coordinate activities for the duration of the emergency.
 2. Any mobile command post will be located at a safe distance from the incident site. When considering the selection of a location for a mobile incident command post, the following criteria should be observed when possible:
 - a. It should be within the outer perimeter.
 - b. It must be away from the center of the scene so as to avoid smoke, heat and other distractions.
 - c. It should be located near major roadways to aid in quick ingress and egress, but not so close as to have crowds interfering with its operations.

- d. It should be located so it can be easily found by additional responding agencies and personnel.
 - e. It should have ample parking, if possible.
 - f. It should be located near an electrical supply, if possible.
 - g. It should be located near telephone facilities and hook-ups, if possible.
- F. The incident commander or designee will assign radio talk groups to be used during the emergency and ensure that all personnel are on the correct group. Upon initial response, the radio should be cleared of all non-emergency radio traffic.
- G. The number of units available to answer calls may be limited by the need to provide personnel at the emergency. Therefore, the incident commander or designee will decide whether more or less serious restrictions will be placed on responding to routine calls for service and appoint a senior officer to assume duties of street supervisor.
- H. The highest ranking officer available within a reasonable period of time will issue orders placing members of the department on standby alert in case of pending need, or activate all members as the situation requires. Upon notification of an alert condition, employees will place themselves in readiness and maintain this condition until otherwise notified. They shall be able to be contacted by telephone and respond immediately. In cases of immediate recall, communications technicians will immediately contact as many members as ordered by the incident commander by the most expedient means available and order them to report for duty. Unless otherwise specified, all members will report for assignment in uniform.
- I. State of Emergency, Enabling Legislation and Legal Considerations
The chief of police will consult with the mayor as to the advisability of invoking a local state of emergency pursuant to Wyoming Statute 19-13-103(a)(ii).
- J. Community Relations and Public Information
In emergencies, timely, accurate public information releases are imperative. Information disseminated by the media contributes to the control of rumors and panic and particularly in disaster situations, is the primary means of notifying large segments of the population regarding preventive and/or protective measures that may be required to save lives and limit property damage. News media releases and public information broadcasts will be made in accordance with section 23.1 covering media relations. If appropriate, the designated incident public information officer will prepare news releases.
- K. In accordance with section 3.2.5 covering mutual aid agreements, the department will lend or borrow personnel as necessary during emergencies. To the extent practical, the integrity of working units will be maintained and instructions to outside units will be relayed from a department supervisor to a supervisor of the cooperating agency.
- L. Public facilities will be afforded increased priority for security during periods of civil unrest or natural or man-made disasters. Such facilities include city water supply, government buildings, and access to the same.
- M. Equipment
 1. The incident commander or designee will first use equipment and vehicles available through the department. Assistance may also be requested from other city departments. In the event the situation escalates or it appears it is going to escalate to a point requiring the need for additional equipment not immediately available, the incident commander or designee will notify the chief of police and request assistance from county and/or state agencies.

2. Equipment will be distributed to individuals and units based upon assignments and duties resulting from the particular emergency. The issuing official will be responsible for ensuring that such distribution is properly recorded.
- N. Should circumstances require the evacuation of residents or other persons from a particular area, officers may use department vehicles, other city vehicles or arrange for private vehicles as necessary to transport residents to a safe location.
- O. Traffic Control
 1. The incident commander or designee will designate a traffic control supervisor and sufficient manpower to regulate traffic in the affected area.
 2. An outer perimeter will be established and maintained in order to prevent ingress and enhance egress of unauthorized persons and vehicles.
 3. The communications center and EOC will be notified of the parameters of the outer perimeter and primary entry and exit routes. This will facilitate preparation of situation maps and enhance continued planning and decision-making as it relates to transportation, parking, etc.
 4. Access for emergency vehicles to the mobile command post, staging areas, assembly areas, etc. will be provided and maintained.
- P. Casualty Information
 1. If deaths or injuries have occurred or are anticipated, assembly areas will be designated for those agencies, which will assist with the casualties. The communications center and the EOC will be notified of these locations. Adequate personnel and equipment will be assigned to provide protection for occurrence scenes pending investigation of the incident
 2. Information concerning casualties will be recorded and maintained. All information concerning deceased or injured persons will be communicated to the EOC by the most secure communications equipment available (either telephone or encrypted radio transmission). The EOC will maintain an updated list of all casualty information.
 3. Area medical facilities will be alerted to notify the EOC when any injured persons arrive at their location by private vehicle or walk in so that those injuries can be documented.
- Q. As circumstances warrant, the incident commander or his or her designee will make determinations as to relief of personnel and resources. Whenever possible, personnel from other agencies will be released first.
- R. Post-Occurrence (Aftermath) Duties and After-Action Report
 1. After the incident has been terminated, any on-going investigations will continue to conclusion.
 2. After the incident has been terminated and conditions have returned to normal, supervisors will ensure that all equipment used is accounted for and returned to its proper storage location. In addition, supervisors will maintain and submit the following reports to the incident commander or designee:
 - a. Personnel assigned to their team;
 - b. Dates, times, and number of hours worked;
 - c. Descriptions and supporting documentation of injuries to, or deaths of, personnel; and
 - d. Descriptions of damage to, or loss of, equipment.

3. The incident commander is responsible for all documentation regarding the incident. This documentation will include:
 - a. Incident report initiated during the incident, which serves as the case history of the incident;
 - b. Related case reports, supplemental reports, and an arrest summary; and
 - c. Other pertinent information received from other agencies or individuals, including photographs, video and/or audio tapes, news articles, reports, correspondence, etc.
4. A detailed after action report will be submitted to the chief of police by the incident commander or designee as required in section 21.2.2.A.10

21.1.3 Crowd Dispersal and Mass Arrests

- A. If a civil disturbance involves a large crowd, the incident commander or designee will be responsible for initiating crowd control measures as follows:
 1. Initial officers will observe at a safe distance.
 2. Officers will be deployed in a manner that minimizes physical contact with the members of the crowd and shall avoid confrontations whenever possible.
 3. Officers will monitor the mood of the crowd and respond to the changes of behavior as directed by supervisors on the scene.
 4. Officers shall attempt to identify crowd leaders and any individuals personally engaged in criminal acts.
 5. Information concerning the type of crowd and predicted crowd actions will be communicated to the incident command post by supervisors on the scene.
 6. Commanders shall establish the number of personnel and equipment necessary to contain and disperse the disturbance.
 7. When adequate personnel and resources are in place, the supervisor in charge shall establish communications with leaders of the disturbance and discuss actions necessary to disperse the crowd.
 8. All use of force will be in accordance with section 11.1.
- B. Crowd Dispersal
 1. If the crowd begins to create an unlawful disruption, either through violent or passive means, the incident commander or designee will notify supervisors that a warning to disperse will be given.
 2. When appropriate, the supervisor in charge will order the arrest of crowd leaders, agitators or others engaged in unlawful conduct.
 3. When physical arrest of identified leaders and agitators fails to disperse the crowd, the incident commander may order use of non-lethal force to accomplish these ends. In so doing, the incident commander shall ensure that:
 - a. A clear path of escape is available for those who wish to flee the area; and
 - b. The use of tear gas, smoke or other non-lethal devices is coordinated and controlled.
 4. Mass arrests or non-lethal force will not be initiated until the crowd has been advised its members are in violation of a specified law or ordinance, ordered to disperse, and notified that they will be subject to arrest if they fail or refuse to do so.
 - a. The warning will be given by means of public address equipment and will be repeated at least three (3) times at five (5) to ten (10) minute intervals in order

to allow time for those willing to cooperate to leave the area. The actual time permitted for dispersal of the crowd will be determined by the size of the crowd and the availability of exit routes. It is imperative that adequate time is permitted to allow the crowd to leave. Exit routes will also be announced.

- b. The entire warning process will be recorded if possible.
 - c. The following information will be documented at the incident command post and supplemented by video recording, if available:
 - i. Number of warnings given;
 - ii. Methods used;
 - iii. Time intervals between warnings;
 - iv. Time intervals between final warning and order to arrest;
 - v. Description of exit routes available; and
 - vi. Estimate of the number of persons who leave when ordered to disperse.
- C. Mass arrests will be made prudently. Arresting officers will avoid provocative language or action.

1. Arrest Teams

- a. When a crowd, or segment of it, has failed to comply with warnings to disperse, arrest teams will be directed to begin making arrests.
- b. One member of the team will be appointed as the arresting officer. The remaining members will assist this officer in making the arrests. This reduces the number of officers needed in court after a civil disturbance.
- c. If an arrestee is seated and agrees to walk, he or she will be led from the crowd by the arrest team and taken to the temporary detention area. If the arrestee refuses to walk, he or she will be carried by members of the arrest team. Arrestees will not be dragged.
- d. The arresting officer will advise each person confronted that he or she is violating the law and request the person to leave the area. If the person agrees to leave the area, he or she will be escorted away by the arrest team. If the person declines, the arresting officer will advise the person that he or she is under arrest, specify the charge, and request the person to submit to the arrest quietly and walk out with him or her. If this request is refused, the steps listed above will be followed.

2. Detention Facilities

- a. For situations involving mass arrests, a temporary detention area may be needed pending transport to jail facilities.
 - b. Sufficient security will be provided for the temporary detention area. One officer assigned to security will be responsible for logging arrestees, the name of the arresting officers, and the charges.
 - c. As prisoners are processed in the field and the prisoner transport vehicle is filled, they will be transported to the detention center for further processing.
 - d. All property obtained by the arresting officer will be secured and then surrendered to detention staff as soon as possible.
3. A booking slip will be completed at the time the arrestee is placed in the temporary detention area or vehicle.

4. If evidence is seized, the arresting officer will record the items using standard department procedures.
5. If prisoners must be kept in a temporary detention area, food and water will be provided as well as appropriate sanitation facilities.
6. In the event juveniles are detained:
 - a. The arresting officer(s) will ensure that the juveniles are not placed in the same transport vehicle as adult prisoners.
 - b. The arresting officers will notify the juvenile's parent, guardian, or custodian of the detention and request their presence. The arresting officer may release the juvenile to his parents, guardian, or custodian if he or she decides that continued custody is unwarranted.
 - c. As a general rule, officers will select the least restrictive course of action appropriate for the situation and the needs of the juvenile.
7. Prisoner Transportation
 - a. The incident commander or designee will make arrangements for sufficient vehicles capable of mass transportation.
 - b. Transporting officers will be given a copy of the booking slip.
 - c. Once a transport vehicle is filled to capacity, the transport officers and security officers will transport the prisoners to the detention center.
8. Cameras, flex cuffs, cutting tools, evidence containers, and other supplies will be provided for use in the field booking of prisoners.
9. Liaison with the court and prosecutor's office is critical when emergency response requires mass arrests. The incident commander or his or her designee will establish contact with the appropriate agencies and request their presence at the command post.

21.1.4 Special Event Plans

- A. Some special operations are planned well in advance and where possible additional personnel required will be given advance notification of time, place, uniform, duties, etc. For other operations such as raids, security considerations may limit advance notification to minutes.
- B. Special event plans will include at a minimum:
 1. Special personnel qualifications requirements, if any;
 2. Command and control;
 3. Written estimates of traffic, crowd or crime problems anticipated;
 4. Logistics requirements; and
 5. Coordination inside and outside the department.
- C. Special event plan may include:
 1. Special event permit plans.
 2. Sources to pay for overtime.
 3. Responsibilities specifically designated to the permit holder.

21.1.5 Security for Visiting VIPs

- A. The Sheridan Police Department shall provide, upon request, protection for dignitaries, VIPs, and other persons against whom a significant threat is perceived. Such protection may also involve assisting or receiving assistance from other agencies. Since each event presents a different set of circumstances, the procedures established in this section are general in nature and are subject to those modifications necessary to meet the needs of the immediate event.

B. Authority and Responsibility

The chief of police has the final authority for the department plan covering a VIP/dignitary security detail. The department coordinator will be the principal for all matters involving protective security. The assigned coordinator will determine personnel needs.

C. Elements of dignitary/VIP protection

1. In the event the dignitary/VIP has an accompanying security detail, the coordinator will work with the person in charge of that detail for a coordination of efforts. The coordinator will also coordinate the detail with the Sheridan Police Department coordinator, when doing so is deemed appropriate or necessary for the successful completion of the event.
2. During the organizational phase of the event, the commander or coordinator will conduct a comprehensive study of the event planned to identify possible problems that could result. All known or perceived threats against the protected individual must be evaluated. The department's personnel resources and the availability of equipment must be determined and/or modified by adjusting the duty schedule, obtaining needed equipment from other city departments, agencies, etc.
3. The coordinator will prepare a report detailing the preliminary plans for the security detail. This report will be forwarded to the command staff, which will address the manpower needs and issues that may impact the community during the VIP's visit.

D. Personnel Resource Considerations include:

1. Staffing requirements.
2. Is the cancellation of leave days necessary to obtain adequate availability of patrol officers; should officers be drawn from other shifts?
3. Will officers be needed from other agencies?
4. Are personnel from other city departments such as the street department needed?

E. Equipment Resource Considerations include:

1. The type of vehicles(s) needed for dignitary conveyance;
2. Issuance of personal body armor to dignitary or other visiting personnel, and;
3. Assignment of a sufficient number of marked patrol units to the detail.

F. Communications

The department coordinator will determine equipment needs for communications. Operational plans will be provided to the communications center in advance, and communications personnel will be briefed of any anticipated duties. The supervisor will arrange for the distribution of portable radios to members of the VIP's staff in order to facilitate communications if needed.

G. Travel Routes and Alternatives

The coordinator will plan primary and alternate travel routes. Prior to the arrival of the VIP / dignitary, the travel route will be secured and possible threat points will be identified. The travel plan will include an "escape route" and route to the appropriate medical facility. Drivers should be thoroughly familiar with the travel route prior to the scheduled escort.

H. Intelligence

In addition to the travel route, all locations accessible to the VIP / dignitary should be searched in advance. Protective security personnel should be thoroughly familiar with the facilities that the VIP/ dignitary will occupy. The coordinator will research possible hostile persons or groups that may present a threat to the operation. When the VIP has his or her own security detail, such as the Secret Service, and maintains intelligence information on

groups or persons that may be hostile towards the VIP, the supervisor will assign an officer to work with the detail in checking on any known person(s) in our area.

I. Advanced inspections of route and site facilities

1. The route will be checked immediately prior to passage by the dignitary's vehicle. If prudent, any vehicle of questionable origin or purpose will be removed from the route path by an approved towing company.
2. Consideration will be given to advanced building or site inspection. If bomb sweeps are deemed appropriate, a police K-9 trained to conduct bombsite sweeps will be contacted.
3. The coordinator will have a detailed diagram prepared of any facilities that the dignitary/VIP may visit during the event. The diagrams will indicate fixed security posts, entry and exit routes, secured and unsecured areas, etc.

J. Coordination with Other Agencies

The department will coordinate operations with the United States Secret Service, Federal Bureau of Investigations, Wyoming Highway Patrol, and/or any other agency involved in the security detail. Protective security personnel will notify other department employees of pertinent information and any assigned duties. The coordinator will also identify and coordinate with local medical facilities, emergency medical services etc., if necessary.

1. Sheridan Memorial Hospital is designated as the primary emergency care facility for all detail related needs. In the event that the protection detail involves a high level political figure, the hospital is to be advised of the times of the event and persons involved prior to the detail.
2. The fire chief and EMS director will be notified of the time of the detail to assure availability of emergency medical service personnel. The coordinator may request that an ambulance accompany the detail or be held out of routine service so as to be immediately available during the event.
3. If prior coordination with a medical evacuation helicopter is deemed appropriate, the coordinator will work with Sheridan Memorial Hospital emergency department staff. Tentative landing sites will be identified upon the travel route. The tentative helicopter landing sites will be shown on the route maps.

K. Identification

As determined by the coordinator, personnel working the detail should wear law enforcement credentials, laminated passes or pins identifying them to other law enforcement personnel.

21.1.6 Homeland Security

- A. Officers receiving reports of terrorism related intelligence information will document that information in an incident report. If the nature of the information is urgent, the officer will make immediate notification to his or her supervisor.
- B. The supervisor will make notification to the command staff and relay the report after it is approved.
- C. The Sheridan Police Department will communicate all suspected terrorist information to the appropriate authorities both during an incident or when information is received.
- D. The Sheridan Police Department shall maintain liaison with other organizations for the exchange of information relating to terrorism.
 1. The Federal Bureau of Investigation (FBI) is the lead agency for criminal investigations of terrorist acts, terrorist threats and intelligence collection. The Sheridan Police

- Department will work with the FBI on exchanging intelligence/information with regards to terrorist threats.
2. The U.S. Department of Justice Joint Terrorism Task Force (JTTF) coordinates intelligence gathering and distributes the information to the appropriate agencies.
 3. Federal and state departments of homeland security and public health authorities may also provide information and support.



Sheridan Police Department
Policies and Procedures
21.2 Replaces 407.3
Chapter 21 – Emergency Operations
Section 2 – Incident Command System

Date: January 1, 2013
Reviewed: 03/16/2022

Signature:

A handwritten signature in blue ink, appearing to read "Michael K. Johnson".

Incident command system (ICS) is an on scene management tool used to establish chain of command and resource allocation to resolve situations.

Definitions

Incident -

An occurrence or event, either human caused or natural phenomena, that requires action by emergency service personnel, to prevent or minimize loss of life or damage to property and natural resources and the environment.

Incident Command System (ICS) -

ICS is the model for command, control, and coordination of a response. It provides a means to coordinate the response efforts toward mitigation of an incident.

National Incident Management System (NIMS) -

NIMS provides a consistent nationwide approach for federal, state, and local governmental agencies to work effectively and efficiently together to prepare, prevent, respond to, and recover from incidents, regardless of cause, size, or complexity.

Unified Command (UC) -

An important element in multijurisdictional or multi-agency incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

Incident Action Plan (IAP) -

An IAP includes the overall incident objectives and strategies established by the incident commander or the unified command. The IAP addresses tactical objectives and support activities for one operational period. ICS forms are used when developing a written IAP. When complete, the incident action plan will have a number of attachments. Command is encouraged to maintain two (2) operational plans, with the second plan providing direction in the event the situation should escalate.

Operational Period -	The time scheduled for executing a given set of operational actions, as specified in the incident action plan. Operational periods can be of various lengths, although they are commonly set at twelve (12) and twenty-four (24) hours.
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21.2.1 Incident Command Uses

- A. The Sheridan Police Department will operate under the incident command system when dealing with the following:
 - 1. Large scale emergency situations involving personnel from multiple bureaus or divisions of the department;
 - 2. Situations where the event is expected to last longer than twenty-four (24) hours;
 - 3. Situations requiring extensive coordination with outside agencies; and
 - 4. Other situations where ICS would prove beneficial.
- B. ICS can be utilized in any situation that a member of the Sheridan Police Department may encounter.

21.2.2 ICS Structure

An ICS organization is comprised of six (6) major functional areas: command, operations, planning, logistics, finance/administration, and intelligence.

A. Incident Command

The incident commander is responsible for all incident or event activities. Although other functions may be left unfilled in the command area, there will always be an incident commander. Command staff positions under the incident commander include the public information officer, safety officer, and liaison officer. At a minimum, an incident commander will approve objectives and ensure the following activities occur as needed:

- 1. Activation of the incident command system:
An on-scene member, supervisor, or command officer may formally activate the ICS at major emergencies and/or multi-agency response incidents. The incident commander will assign personnel to each of the primary elements as needed to conduct the operation. The incident commander exercises all control for the incident and directs the efforts of the personnel in charge of each of the following functions: command, operations, planning, logistics, and finance/administration.
- 2. Establishment of a command post:
An on-scene supervisor will be responsible for establishing the initial command post. Proximity to the scene, safety, and facilities should be taken into consideration when designating a command post.
- 3. Notification and mobilization of additional personnel:
The incident commander will request additional personnel as needed through the command structure. On-duty members will be utilized first. Off-duty members will be notified and mobilized until staffing is sufficient to adequately respond to the situation. When the size or scope of an incident overwhelms personnel resources, outside agency assistance may be needed.
- 4. Determine additional support and resources needed from outside agencies and initiate requests:

As needed and appropriate, other law enforcement agencies having concurrent jurisdiction (see section 3.2.4) will be contacted to provide additional support and resources. Law enforcement agencies beyond this jurisdiction may be requested per mutual aid agreements (see section 3.2.5).

5. Establish staging areas:

The incident commander will be responsible for establishing a staging area. The staging area will be the location where resources will be stored and personnel will initially report during deployment to the incident. Distances from the impacted area, overall safety of arriving personnel, and parking should be taken into consideration when designating a staging area.

6. Provide public information and media relations:

The incident commander will approve media releases pertaining to the incident. When a response involves a unified command structure, media releases will be approved by the unified command. A public information officer will be assigned to perform these duties. Information pertaining to an emergency/disaster will be released in a manner consistent with section 23.1.4.

7. Maintain the safety of all affected personnel to the highest degree practical:

A safety officer will be designated at incidents where ICS is activated. The safety officer will have the authority to bypass the chain of command to correct unsafe acts and remove persons from imminent danger. The safety officer will be responsible for:

- a. Monitoring and assessing safety hazards or unsafe situations;
- b. Developing measures for ensuring personnel safety;
- c. Keeping the incident commander informed of present or potential hazards;
- d. Offering suggestions and strategies for minimizing risks;
- e. Reviewing plans for safety considerations with the incident commander; and
- f. Establishing a re-hab center as needed.

8. Post incident review:

The incident commander should meet with all personnel involved in the incident at a scheduled time and place at the conclusion of the incident, or when practical, to discuss the events that took place. Personnel are encouraged to speak of events that went well and address areas needing improvement.

9. Prepare a documented after action report:

Within thirty (30) days after the conclusion of department involvement in an incident, the incident commander, with assistance from other designees, will complete a detailed after action report (AAR). The AAR should serve as a lessons-learned guide for responses to similar incidents in the future. After action reports will be completed for the following situations:

- a. Hostage/barricaded persons;
- b. Natural disasters;
- c. Manmade disasters;
- d. Civil disturbances; and
- e. Special events.

10. The after action report will include:

- a. A review of positive performance and areas requiring improvement;
- b. The number of personnel involved;
- c. A summary of the incident;

- d. Significant actions taken;
- e. Problems encountered;
- f. Actions taken to address problems;
- g. Damage to department equipment;
- h. A summary of expended supplies;
- i. A list of damages to civilian property that resulted from agency action;
- j. A list of all injuries or deaths sustained by agency and civilian personnel;
- k. Significant or heroic actions taken by department, other agency, or civilian personnel; and
- l. Limiting factors or obstacles to the response of department personnel.

B. Operations

The operations section is responsible for directing tactical actions to meet incident objectives. Divisions and groups may be established within the operations section when the number of resources exceeds the operations chief's manageable span of control. Divisions describe physical or geographical areas of operation within the incident area. Groups define functional areas of operation for the incident such as rescue, fire, or law enforcement. Operations function personnel will address the following activities, when necessary:

1. Establish perimeters:
The incident commander will ensure both an inner and outer perimeter is established. Support personnel will not be allowed to operate inside the inner perimeter until the incident is resolved. The incident commander will call for additional members and set an outer perimeter to keep bystanders and other unauthorized personnel at a safe distance from the incident.
2. Conduct evacuations:
The evacuation of persons from areas varies from small-scale to large-scale incidents, depending on the situation and a variety of other factors. The incident commander or unified command will initiate evacuation orders. Prior to ordering an evacuation, the incident commander or unified command may seek input from responders at the scene or personnel from other involved agencies.
3. Maintain command post and scene security:
Operations section personnel will maintain security of the command post and the incident scene. As an incident evolves, maintaining an appropriate level of security at the command post and incident scene may require additional personnel and other resources (i.e. - barricades, traffic cones, crime scene tape, etc.).
4. Provide for detainee transportation and processing:
Detainees will be transported, processed, and managed according to the procedures contained in section 10.1.
5. Determine arrangements for detainee confinement:
Arrangements for detainee confinement, particularly when mass arrests are possible, will be coordinated with the sheriff's office.
6. Traffic direction and control:
The department will be responsible for ensuring adequate personnel are available to address traffic direction and control concerns related to emergency/disaster incidents.

C. Planning

The planning section is responsible for collecting, evaluating, and disseminating tactical information pertaining to an incident. Planning section personnel maintain information and

intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. Planning section personnel will:

1. Prepare a documented incident action plan (IAP):
Preparation of the IAP consists of the collection, evaluation, and dissemination of all operational information concerning the incident. The IAP should contain the overall strategy for responding to the incident including specific tactical actions and supporting information for an operational period. An IAP must contain a clear statement of objectives. Participation from all levels of the command structure is required to develop a comprehensive IAP. ICS forms, available at www.fs.fed.us/fire/planning/nist/ics_forms.htm, should be used to develop the IAP.
2. Gather and disseminate information and intelligence:
 - a. Responding employees will obtain as much information as possible related to the incident. This information will help determine resources necessary to properly handle the incident, including precautionary measures to be taken by responding personnel. Information gathered will be forwarded to the incident commander for evaluation.
 - b. The incident commander will approve dissemination of information and intelligence related to the incident. Disseminated information and intelligence will be considered when developing IAPs for future operational periods.
3. Plan post-incident demobilization:
To ensure orderly withdrawal of resources committed to an incident response, a demobilization plan will be prepared and executed. The demobilization plan will include:
 - a. A timetable for orderly withdrawal of personnel;
 - b. Employee time accounting information specific to the incident;
 - c. Accountability procedures for expended supplies;
 - d. Additional procedures for the documentation of damaged or destroyed equipment; and
 - e. Specific reimbursement information related to expenses incurred by the employee during the incident response.

D. Logistics

The logistics section meets all support needs for the incident, including the ordering of resources. The logistics section will address the following needs:

1. Communications:
Multi jurisdictional and multi-agency responses will require interoperable communications. Interoperable radio communications will be supplemented through the use of cellular telephones and in-car computers. Communications equipment in the mobile command unit may be used to further optimize interoperable communications during incident responses.
2. Transportation:
Department employees responding to emergencies, disasters, and other critical incidents will usually respond in their assigned vehicles. Special purpose vehicles may be required during incident responses.
3. Medical support:
Department members may be required to provide cardiopulmonary resuscitation (CPR) and first responder emergency medical treatment during an incident response.

Emergency medical service personnel and fire department medical personnel will provide primary patient care during an emergency/disaster incident.

4. Expendable Supplies:

Personal protective equipment (PPE) will be used to protect against infectious or contagious diseases as outlined in section 7.2. PPE will be used during incident responses to safeguard against contact with body fluids. The budget and procurement division will maintain a sufficient inventory of PPE items and other supplies to enable timely replenishment of expended resources.

5. Specialized or technical teams and equipment needs:

Specialized teams to supplement the department response (i.e. - search and rescue units, emergency medical teams, tactical team, K-9 teams and fire units), should be requested as soon as possible. Specialized teams will determine if additional specialized equipment is needed during their response to incidents. The logistics section will provide assistance to specialized units to facilitate the procurement and delivery of equipment.

6. Facilities, equipment maintenance, lodging, and food service for incident personnel:

The logistics section will provide support for facilities used during an incident response (i.e. - command posts, staging areas, lodging, and maintenance areas). The logistics section will facilitate maintenance of vehicles and other equipment used during an incident response and will procure fuel used in vehicles and generators. The logistics section will also make arrangements to provide meals for personnel responding to an emergency/disaster incident.

E. Finance/Administration

The finance/administration section is responsible for keeping track of incident-related costs. At a minimum, the finance/administration section will perform the following tasks:

1. Ensure the recording of time worked by personnel assigned to the incident:

Non-exempt department employees will note time worked during an emergency/disaster response on their time sheets.

2. Procuring additional resources in conjunction with the logistics section:

The finance/administration section will work in conjunction with the logistics section to procure durable and expendable resources. Emergency procurements will be made in accordance with section 27.2.1.

3. Record expenses associated with the incident:

Expenses related to the response will be properly documented and invoices will be promptly submitted to the finance/administration section.

4. Document injuries and liability issues:

Injuries sustained to on-duty employees during an incident response will be promptly documented according to the procedures contained in section 7.1.2.

F. Intelligence

Traditionally, information and intelligence functions are located in the planning section; however, in exceptional situations or larger scale incidents, the incident commander may assign information and intelligence functions to other parts of the ICS organization. The information and intelligence function may be organized in one of the following ways:

1. As a separate command staff section:

The information and intelligence function may be most appropriately positioned as a separate command staff section when an incident is heavily influenced by intelligence

factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive information or intelligence. A response to a terrorist incident would be an example where the information and intelligence function would be better served as a separate command staff section.

2. Within the command staff:

Assigning the information and intelligence function within the command staff may be most appropriate in responses to smaller incidents with little need for tactical or classified intelligence.

3. Within the planning section:

Placing the information and intelligence function within the planning section would be most appropriate when information needs to be quickly available and does not involve classified information.

4. As a branch in the operations section:

Assigning the information and intelligence function as a branch within the operations section may be appropriate when responding to incidents with a high need for tactical or classified intelligence.

21.2.3 Procedure

A. Establishing command

The first officer at the scene of a major incident will be the incident commander until command is either transferred or terminated. Depending upon the nature and severity of the incident and who has primary responsibility for the event (i.e. - fire, police, etc.) the first officer should quickly but thoroughly assess the scene and either establish a command post or report to an already established incident command post. To ensure a high level of coordination among other agencies at or near the scene, the identified police incident commander should be present in the incident command post established by the agency having overall charge of the situation. In any case, and in accordance with the national incident management system (NIMS) each event shall have only one (1) incident command post. At a large-scale or complex incident, especially one that involves a unified command post, all agencies with a stake in the incident should be represented at the command post.

B. Initial report

The first officer at the scene of a major incident will provide the communications center a report of the conditions present at the scene to include:

1. A brief description of the situation;
2. Obvious incident conditions;
3. Confirmation of command being established and the radio designation of the incident commander. Incident commanders shall respond to the term command, proceeded by geographical location, and is not established by specific officer or unit designation. Example: "Dispatch, this is Richards Command". As the scene develops, and the command is shifted from one individual to another, the command name stays the same;
4. Location of the incident command post; and
5. Actions being taken by personnel at the scene.

C. Designating personnel for command staff and general staff positions

The incident commander may designate personnel to fill command staff and general staff positions when necessary and delegate responsibilities to ensure span of control is not exceeded. These positions may include the following:

1. Command staff
 - a. Public information officer;
 - b. Liaison officer; and
 - c. Safety officer.
2. General staff
 - a. Operations;
 - b. Planning;
 - c. Logistics; and
 - d. Finance/Administration.

D. Command transfer guidelines

Command can be transferred to improve the quality of the response. Transfer of command is at the discretion of the ranking officers at the scene. The overall incident responsibilities rest with the ranking officer on the scene, whether or not he or she assumes command. Incident command can be delegated to a qualified individual from another agency that is willing to take the responsibility. This would be of consideration when key personnel with the initiating agency are required to oversee a field operation in order to fulfill specific objectives.

1. Method of command transfer:

Transfers of command should occur on a face-to-face basis; however, some conditions may necessitate a transfer of command via radio or cellular communications.

2. Briefing session:

A briefing session will occur between the incident commander and the former incident commander being relieved. The following information will be exchanged during the briefing session:

- a. Incident conditions;
- b. Updates to the incident action plan;
- c. Safety considerations;
- d. Assignments of responding units; and
- e. Additional resources needed.

E. Communications

Under ICS, command acts as a focal point for radio traffic. The incident commander is ultimately responsible for communications to dispatch, staging, and divisions and groups established to handle the tactical operations of the incident. Division and group supervisors report to command. Officers assigned to a specific division or group report to their supervisor. Individual officers assigned to a specific division or group should not attempt to contact dispatch, or other operational divisions or groups directly to allow for the most efficient transmission of necessary information.

F. Incident action plan (IAP)

When the incident command system is used, an IAP will be completed. The IAP will include all necessary ICS forms. ICS forms are available at:

www.fs.fed.us/fire/planning/nist/ics_forms.htm

1. Simple incidents of short duration:

For simple incidents of short duration, the incident commander will use guidelines contained in the incident briefing form (ICS form 201) to develop the IAP. The IAP will be communicated to other personnel through a verbal briefing. Smaller incidents not necessitating a written IAP will require communicating the following information to assigned personnel:

- a. Incident objectives;
 - b. Strategy (one or more);
 - c. Tactics; and
 - d. Assignments.
2. IAP decision:
The decision to prepare a written IAP will be made by the incident commander; however, a written IAP will generally be prepared for incidents with an operational period of twelve (12) hours or more. Generally, a written IAP should be prepared when:
 - a. Two (2) or more jurisdictions are involved;
 - b. The duration of the incident exceeds one (1) operational period;
 - c. Several operational personnel are assigned to the incident.
 3. IAP essential elements include:
 - a. Statement of objectives:
The statement of objectives will succinctly describe what is expected to be achieved. Objectives must be realistic and attainable. An incident objective form (ICS form 202) shall be used to record the objectives for each operational period. Weather forecast and general safety messages are also included on the incident objectives form.
 - b. Organization:
The organization section of the IAP describes the elements of the ICS organization that will be in place during the next operational period. The organization assignment list (ICS form 203) is used to record the names of personnel assigned to positions in the ICS organization for each operational period.
 - c. Tactics and assignments:
Tactics used during the operational period and the assignments of human and equipment resources are included in the division assignment list (ICS form 204). A division/group communications summary is also included on ICS form 204.
 - d. Supporting Material:
Maps of the incident area, communications plans, medical plans, traffic plans, weather data, special precautions and safety information are examples of supporting material included with the IAP.

G. Divisions

Division designation allows command to break up the incident into manageable proportions. Division 1 (Side 1) is always the main door of the building facing the street. Division 2 (Side 2) is clockwise of Division 1, etc.

1. Other common divisions based on location could be:
 - a. Basement;
 - b. Roof;

- c. First floor, second floor, etc;
- d. Interior;
- e. Outer perimeter; and
- f. Inner perimeter.

H. Groups

Group designation allows command to break up human resources into manageable proportions. Common groups based on agency specific duties could be:

- 1. Tactical;
- 2. Investigations;
- 3. Evidence; and
- 4. Negotiations.

21.2.4 National Incident Management System Training

All personnel will be trained in the national incident management system (NIMS) corresponding to their respective levels and assignments as outlined in current standards as published by the NIMS National Integration Center.



Sheridan Police Department
Policies and Procedures
21.3 replaces 508
Chapter 21 - Emergency Operations
Section 3 - Tactical Unit

Date: January 1, 2013

Signature:

The Sheridan Police Department maintains a tactical team to provide a tactical response to high risk situations which require special equipment and/or training.

21.3.1 Objectives and Uses

- A. The tactical team's primary objective is the safety of all people involved in the incident. Unless exigent or unusual circumstances dictate otherwise, actions will be directed toward containment and negotiations rather than confrontation and the use of force.
- B. The tactical team's initial objective on any situation is to contain the situation to a given location. Only on extremely rare occasions should an event be allowed to change locations or become mobile.
- C. The safe release or rescue of any hostages and protection of innocent individuals will be the ultimate goal in any tactical situation, with the apprehension of suspects, protection of the crime scene, and recovery of property secondary to the protection of human life.
- D. Situations that require the immediate notification of the tactical commander or his or her designee include:
 - 1. Hostage situation;
 - 2. Barricaded gunman;
 - 3. Suicidal subject with a weapon;
 - 4. Serving high risk search or arrest warrants:
 - a. Factors which constitute a high risk warrant service which requires the notification of the tactical commander includes:
 - i. Prior or current history of weapon use against persons or threats of weapon use;
 - ii. Prior history of aggravated crimes; and
 - iii. No knock arrest or search warrants.
 - iv. Outside agency warrants will be reviewed by a bureau commander.
 - b. Other factors which may be considered in using the tactical team in warrant service may include:
 - i. Known or suspected weapons on the premises;
 - ii. Past or current history of violent behavior;
 - iii. Number of persons involved;
 - iv. Mental or emotional state of person involved due to mental illness or use of alcohol or other drugs; and

- v. Nature of the offense.
- 5. Dignitary protection; and
- 6. Request for assistance of the tactical unit by other agencies.

21.3.2 Tactical Unit Call-Out Procedure

- A. In the event of a tactical call-out, the shift commander will notify the tactical commander advising of the situation. In the absence of the commander, a team leader will be notified. -The Chief of Police or his designee will be notified by the shift supervisor prior to mobilizing the tactical team. The tactical team will be notified via the SRT folder on the Code Red notification system maintained by dispatch.
- B. The following information relating to the situation needs to be relayed to the tactical commander:
 - 1. A synopsis of the situation;
 - 2. Location;
 - 3. Number of officers involved;
 - 4. Suspect and victim information;
 - 5. Any hostile action taken by suspect (i.e. - shots fired, etc.);
 - 6. Information about injuries;
 - 7. Weapons involved; and
 - 8. Location of inner perimeter and staging areas.
- C. In the absence of the tactical commander due to vacation, training or other reason, the tactical commander will temporarily assign a team leader or another designee to assume the role of tactical commander. In the absence of the team leaders, the next ranking tactical member based upon the pre-determined ranking will be assigned the position of team leader.
- D. Team members are expected to be reasonably available for calls at all times. Team members will notify the commander or team leader whenever they are unavailable for call-outs.
Team members will note dates of absence on the SRT sign out board located outside of the records division office.

21.3.3 Tactical Incident Command Structure

Tactical situations necessitate a variety of personnel to respond and be actively involved in helping resolve the situation. Personnel that may be required to assist have been identified and a description of their roles and responsibilities follows:

- A. First officer on the scene: The first officer at the scene will assume the role of incident commander until relieved by a higher ranking officer. The primary responsibilities of this officer will be to:
 - 1. Contain and assess the situation;
 - 2. Attempt to make contact with suspect(s) and victim(s);
 - 3. Obtain information on suspect and victim locations;
 - 4. Obtain descriptions of suspects and victims;
 - 5. Know the location of deployed officers;
 - 6. Control/direct the actions of deployed officers and assisting agencies;
 - 7. Conduct operations at the incident site until relieved by the shift supervisor or higher ranking officer;
 - 8. Inform the shift supervisor and dispatch of the following:

- a. Type of criminal activity;
 - b. Threat/risk level;
 - c. Incident site information;
 - d. Suspect and victim descriptions and information;
 - e. Hostages, victims, and occupants status;
 - f. On scene officers' deployment and status;
 - g. Need for additional units and location needed;
 - h. Statements made by suspect or hostage.
- B. The primary responsibilities of the shift supervisor will be to:
 - 1. Assume role of incident commander until relieved by higher ranking officer unless other duties require presence elsewhere;
 - 2. Establish a field command post in the immediate vicinity of the incident site and communicate location and access route to dispatch;
 - 3. Establish a staging area within the outer perimeter;
 - 4. Verify location of scene;
 - 5. Verify situation is contained;
 - 6. Verify the location of all officers deployed;
 - 7. Verify attempt to make contact with suspect(s);
 - 8. Develop and execute emergency evacuation and lock down notifications if appropriate;
 - 9. Notify and communicate all information about the situation to the tactical commander;
 - 10. Assess need for additional resources (i.e. ambulance and fire);
 - 11. Develop tactical options such as a crisis response which will be supervised by the senior tactical team member on scene, if present;
 - 12. Establish and communicate the mission and the assignment to all officers committed to the incident;
 - 13. Continue to develop, verify and pass on information as it relates to essential elements of the incident;
 - 14. Provide ongoing support to the tactical commander and team leader.
- C. Tactical commander: The tactical commander coordinates tactical operations in conjunction with the incident commander. Tactical units and all inner perimeter personnel will be under the control of the tactical commander. The tactical commander is also responsible for establishing liaisons and effecting integration of other law enforcement units committed to the incident site into the overall tactical operation. Other tactical commander responsibilities are to:
 - 1. Verify the exact incident site and area of operations;
 - 2. Establish a tactical command post; position an immediate action team (IAT), position precision marksmen positions, position a chemical munitions team, position the entry teams.
 - 3. Advise the incident commander of the location of the tactical command post and establish communications with the incident command post;
 - 4. Evaluate the situation in terms of manpower and equipment needs;
 - 5. Verify access to additional resources (i.e. ambulance and fire suppression teams);
 - 6. Obtain a tactical talk group for the incident;
 - 7. Notify communications and responding units of the talk group;
 - 8. Prepare an overall tactical plan, along with a second plan, in the event the first does not work;
 - 9. Brief the incident commander regarding the tactical plan and associated risks;

10. Make recommendations to the incident commander regarding course of action;
11. Ensure equipment needed to execute tactics is on hand;
12. Ensure a rehearsal of plan takes place, when possible;
13. Ensure inner perimeter personnel are apprised regarding the implementation of the plan and when personnel are deployed;
14. Ensure that weapon control is maintained and that all personnel are aware of the conditions for the use of force;
15. Ensure that all building occupants and escaped or released hostages are questioned;
16. Ensure the orderly removal of equipment and personnel in the proper sequence to protect the crime scene, tactical options, victims, hostages and suspects.

D. Tactical team leaders: Upon activation of the tactical team, the team leaders will be responsible to:

1. Ensure all available data pertaining to the incident is obtained;
2. Ensure all available team members have been notified and are responding;
3. Ensure all equipment has been acquired;
4. Ensure initial information has been passed on to responding tactical personnel;
5. Ensure that tactical team personnel make an organized response to the scene/tactical command post:
 - a. Verify that a safe route is established and communicated to responders; and
 - b. Verify response to the scene is communicated to the tactical commander.
6. Obtain current briefing information pertaining to the situation;
7. Establish communication link with tactical commander;
8. Ensure the scene has been analyzed by tactical team personnel:
 - a. Assign necessary duties to specific team members; and
 - b. Verify available information has been gathered.
9. Prepare situation resolution plans;
10. Brief tactical team members;
11. Brief tactical commander on situation resolution plans;
12. Verify that all necessary equipment is readily available and operable;
13. Establish rehearsal area, when practical;
14. Ensure rehearsal, if time permits;
15. Establish a relief schedule for tactical personnel;
16. Ensure the delivery of necessary sustenance to tactical team members;
17. Secure final situational plan approval from tactical commander;
18. Communicate situational resolution plans to tactical team members;
19. Control the deployment of tactical team members;
20. Control the removal of tactical team personnel from the scene;
21. Assist in the debriefing and report writing of the situation;
22. Act as tactical commander in the absence of the tactical commander.

E. General responsibilities of the incident commander

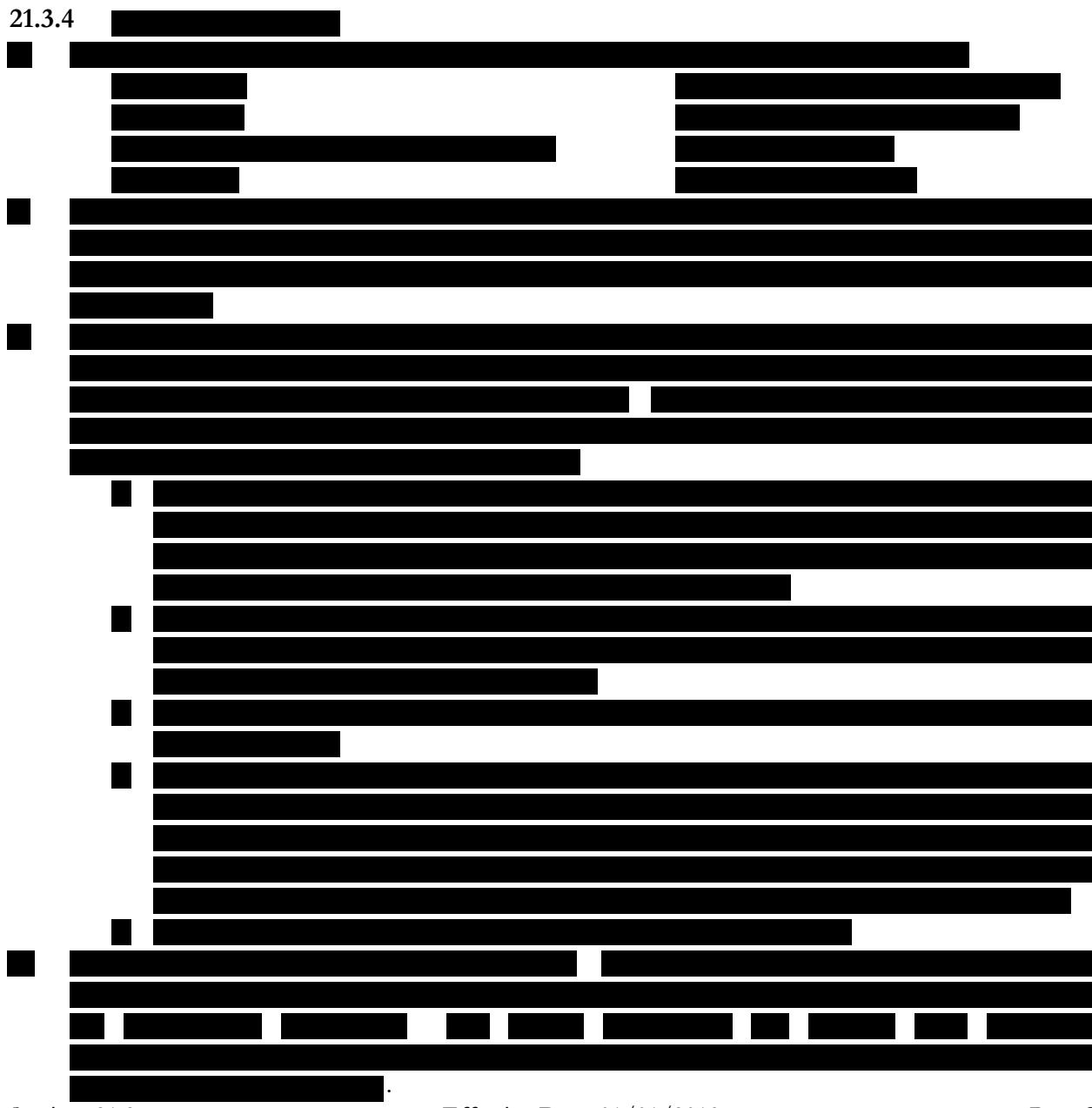
1. Overall command of the entire operation to include all tactical and support resources committed to the incident;
2. General direction to supervisory personnel assigned to the incident;
3. Determine the degree of danger to:
 - a. Hostages;
 - b. Bystanders;

- c. Officers at the scene.
 - 4. Ensure that supporting tactics minimize risk to hostages, bystanders, officers and all other subjects;
 - 5. Review all tactical plans to determine if they are "risk acceptable";
 - 6. Approving a general plan of action or "strategy" setting forth the operational guidelines for resolving the incident. The general plan is the basis of all actions of personnel committed to the incident;
 - 7. Authorizing the final plan to resolve the incident;
 - 8. Authorizing the implementation of tactical actions on a timely basis to allow execution under the most advantageous conditions conducive to success.
- F. Specific duties of the incident commander
- 1. Obtain a situation report from the previous commander and evaluate the situation;
 - 2. Ensure that an incident command post has been established at a strategic and protected location near the scene of the event as soon as it is practical to do so and a safe route to the command post has been designated;
 - 3. Determine if the perimeter deployment is adequate, and if not, take appropriate action:
 - a. Ensure an inner perimeter has been established to contain the incident and respond to emergencies;
 - b. Ensure that an outer perimeter has been established and is adequate to prevent innocent bystanders from entering or being part of an emergency situation;
 - c. Ensure crowd control and traffic control is being maintained; and
 - d. Ensure that a plan for evacuation of residents has been prepared or implemented as deemed necessary by situation.
 - 4. Designate a patrol supervisor to be in charge of handling calls for service outside of the emergency situation, and see that the normal police business is conducted as normal as possible;
 - 5. Ensure that the tactical commander is notified and is responding to the scene if needed;
 - 6. Verify that special talk groups (tactical, command) have been established;
 - 7. Request sufficient personnel, specialized units and equipment to support existing needs:
 - a. Ensure presence of fire department/medical support and request additional units as needed;
 - b. Request telephone and utility company support as needed;
 - c. Ensure that the appropriate county attorney is notified and facts presented.
 - 8. Determine extended logistical requirements and resources;
 - 9. Establish relief plan for personnel to include overlap shifts for transition of duties, positions, and equipment;
 - 10. Order responding units to report to staging area for assignment via appropriate routes;
 - 11. Designate an area for the press to meet for briefings on the situation. This area should be a location within the outer perimeter and away from the general public;
 - 12. Act as a liaison officer to other agencies such as fire, emergency medical, etc;
 - 13. Ensure that all witnesses, victims, or other involved parties are identified, separated, debriefed, and readily available for subsequent debriefings;
 - 14. Any other duties as required by the incident.
- G. The incident commander, if necessary, will employ a command staff to assist him or her in managing the operation. The command staff may consist of the following, which can be

multiple responsibility/duties performed by the same individual depending upon each situation and resources available:

1. Assistant incident commander: Will assist the incident commander in his or her duties;
2. Public information officer (PIO): Will coordinate communications with media;
3. Investigator-in-charge: Will ensure information is gathered, recorded, evaluated and communicated to the tactical commander and incident commander;
4. Radio technician: Will receive and record radio transmissions and maintain log summary;
5. Intelligence officer: Will gather, record and evaluate information, and communicate information to the incident commander and tactical commander.

21.3.4



- [REDACTED]

21.3.5 Uniform and Equipment

- A. All tactical members will be issued 2 working utility uniforms and a ballistic vest, as well as:
 1. A tactical load bearing vest;
 2. Goggles;
 3. Gas mask;
 4. Nomex gloves;
 5. Bellaclava (nomex hood);
 6. Radio;
 7. Headset; and
 8. Other equipment as needed.
- B. Officers are required to keep all issued equipment in operational condition and available for immediate use.

- C. All tactical members are expected to be familiar with all tactical equipment, and assist in keeping all equipment in operating condition. Any member who observes a piece of equipment in need of repair shall make notification to the equipment officer at the first available opportunity.
- D. One tactical member will be assigned as the equipment officer. The equipment officer will be responsible for the maintenance and operational readiness of all tactical team equipment that is not personally assigned to individual tactical members.
- E. Tactical team members are authorized to use weapons necessary to accomplish its mission as authorized by department policy (see section 11.3.7) and legal constraints.
- F. Tactical team members who are issued a weapon will be required to keep that weapon accessible to them at all times. They must maintain a current level of proficiency with their assigned weapon on the appropriate qualification course. It shall be their responsibility to secure and maintain said weapon in operating condition with sufficient ammunition for call-out.
 - 1. Officers who have a full automatic weapon issued to them are required to keep them locked in the vehicle gunlock or other locked container. If the weapon cannot be locked in an approved secure manner as determined by the tactical commander and chief of police, then officers are required to store the weapon in the department armory.
 - 2. Tactical team members who are issued a full automatic weapon will be required to have a minimum of ten (10) hours of training on that weapon each year. Additionally each tactical member issued a full automatic weapon will be required to have two (2) duty and two (2) SRT qualifications of at least 90% on that weapon each year.
- G. Other Specialized Equipment
 - 1. Team members will utilize a variety of equipment such as chemical gases, less lethal impact weapons, noise and flash distraction devices, and breaching devices as the situation requires.
 - 2. Team members using the specialized equipment will be trained on their use and will have an understanding of their potential before utilization. The use of said equipment will be consistent with the department's use of force policy (see section 11.1).
 - 3. Flash and sound diversionary devices
 - a. Flash and sound diversionary devices are effective tools. In order to reduce the potential for injury, these lifesaving, less-lethal devices must be properly deployed and their use supervised. Only personnel who have successfully completed a departmentally approved training course in the proper use and deployment of flash and sound diversionary devices shall be authorized to deploy them during actual operations. Personnel shall successfully complete a refresher course on an annual basis.
 - b. Unless otherwise directed by the tactical commander, the use of flash and sound diversionary devices will be left to the discretion of the team leader. Generally, use of flash and/or sound diversionary devices may be considered whenever the use of a less-lethal diversion would facilitate entry, enable arrest, and potentially reduce the risk of injury.
 - c. Flash and/or sound diversionary devices may be used in circumstances such as, but not limited to:
 - i. Barricaded suspect and/or hostage situations;
 - ii. High-risk warrant services;

- iii. Circumstances wherein distraction of violent mentally deranged persons or those under the influence of alcohol or other drugs is believed necessary in order to facilitate apprehension; and
 - iv. Situations wherein the authorizing person deems their use necessary to safely resolve the incident.
- d. Prior to deploying flash and/or sound diversionary devices, personnel shall consider available intelligence information and circumstances (ie.-the presence of children, elderly persons, the preservation of evidence, etc.). Circumstances may dictate that exterior deployment is preferable to deployment on the interior of the structure. Whenever possible, devices shall be deployed to an area visible to the deploying officer. Whenever possible devices shall be deployed while attached to purpose specific poles known as “bang poles”.
- e. Because flash and sound diversionary devices have the potential to ignite flammable materials, a portable fire extinguisher shall be readily accessible whenever devices are to be deployed.
- f. The tactical team commander shall review the use of flash and sound diversionary devices as soon as practical following each incident or operation to ensure the devices were used according to policy and that the devices functioned properly. Information thus obtained shall also be utilized for statistical and training purposes.
- g. Any use of flash or sound diversionary devices during training or call out shall be properly documented in the Sheridan Police Department diversionary device log book.

21.3.6 Negotiation Team

- A. The negotiation team works in conjunction with the tactical commander, the entry team, and the marksman team to resolve situations.
- B. Negotiators shall maintain proficiency with the equipment necessary to perform their function. Completing telephone hook-ups and operation of the mobile command post are part of that function.
- C. During tactical situations the negotiations leader shall coordinate with the tactical team commander. Coordination between the team commander and the negotiations leader is necessary to prevent compromising the team and to assist in resolving the situation.
- D. Openings on the negotiation team will be announced and posted in writing for a minimum of 10 days. Interested candidates must notify the tactical commander in writing of their desire to take the negotiation team test. Candidates must have 3 years of police or related experience. Two years of this experience must be with the Sheridan Police Department, with satisfactory evaluations during this time.
 - 1. Candidates may also expect that written recommendations and comments will be requested from their current supervisor. Candidates may also anticipate a review to occur of their personnel files, and sick leave records.
 - 2. Candidates will then participate in an oral examination.
 - 3. Candidate's letters of interest will be reviewed with the current team members and their input considered.
 - 4. The candidate's ability to meet the needs of the team and their ability to be immediately available for call-outs will be considered. A candidate's personal and social obligations

- can be grounds for disqualification if they are detrimental to an immediate call-out need. A candidate who lives out of the city, and has a significant response time, can also be disqualified from further consideration despite meeting all other criteria for selection.
5. If any candidate fails to meet any of the standards, he or she may be disqualified from further consideration until the next negotiation team testing is held.
 6. All candidates are subject to final approval by the chief of police.

21.3.7 Training

- A. Members of the tactical team will receive training in tactical operations and will be kept abreast of new techniques. Team members will engage in training and readiness exercises averaging eight (8) hours every six (6) weeks.
- B. The tactical team commander will document this training and submit the documentation to the senior administrative assistant.

21.3.8 After Action Review

- A. Following a tactical team deployment, team members should meet to discuss the events that took place. Personnel are encouraged to speak of events that went well and address areas needing improvement.
- B. Following a tactical team deployment, the team commander, with assistance from other designees, will complete a detailed after action report (AAR) as required in section 21.2.2.A.9 and 10.



Sheridan Police Department
Policies and Procedures
21.4 Replaces 501.6
Chapter 21 – Emergency Operations
Section 4 – Hazardous Materials

Date: January 1, 2013
Revised: 03/17/2022

Signature:

In order to respond safely and effectively to hazardous material spills the Sheridan Police Department will train officers in basic skills and abilities necessary to identify and respond to the dangerous conditions created by hazardous material spills at the first responder level.

21.4.1 Planning

- A. The Sheridan Police Department maintains the following manuals in preparation for hazardous material incidents and other disasters affecting our community. The originals are maintained in the office of the chief of police and a copy is available in the communications center.
 - 1. Sheridan Police Department Emergency Resource Manual – listing resources available to assist in emergency responses.
 - 2. VA Medical Center Crisis Plan.
 - 3. Sheridan County Airport Emergency Plan
 - 4. Sheridan County Emergency Operations Plan
- B. In the event of a hazardous material incident, on-duty supervisors are authorized to place a plan into operation based on materials in section 21.4.1.A. Appropriate notification must be made to the command staff, who will notify the city administrator and mayor as needed. The supervisor will be responsible to implement the plan until relieved by command staff. The local emergency management official should also be contacted for large incidents or any incident requiring a large-scale re-location.

21.4.2 Response

- A. At the scene of any incident or accident where hazardous materials may have been exposed, officers shall request dispatch to summon the fire department hazardous materials team.
 - 1. Officers shall advise dispatch as soon as possible of the exact location of the hazardous materials incident and safe approach routes for emergency vehicles.
 - 2. Officers shall rescue injured persons at the hazardous materials site only if they are properly equipped. Officers shall not unduly risk contamination or injury.
- B. Pursuant to Wyoming Statute 35-9-156 (C) the Sheridan Police Department will have primary command authority over any unusual incident involving hazardous materials until it is determined the incident is not the result of a criminal act. Once that is established, the fire department shall assume authority and responsibility for emergency procedures.
- C. If officers discover any evidence of leaking liquid or vapor, they shall assume that an exposure has occurred with possible contamination of people or facilities and shall:
 - 1. Seal off the area until positive identification can be made by the fire department;

2. Assign units to establish a perimeter, setting up roadblocks or barricades as appropriate; and
 3. Evacuate the area as necessary.
 - a. If the nature of the hazardous materials does not permit approaching the scene, keep at least three hundred (300) feet away.
 - b. If the hazardous materials incident involves radiological materials, keep at least two thousand (2000) feet away.
 - c. Do not enter the designated exclusion zone for any reason without appropriate protective equipment.
- D. IPAWS and Code Red may be used to assist in the evacuation of an area.
- E. Supervisors should consider creating a perimeter, establishing a command post, evacuating the area, and steps to limit further contamination as appropriate. The on-scene supervisor shall notify appropriate command personnel as required in section 16.2.1.
- F. The accident scene should be approached upwind if possible. If radiological materials are involved, no approach should be made. Await fire department personnel or HAZMAT teams who have special monitoring equipment.
 1. Note that communicable disease protective equipment or leather gloves provide little or no protection from hazardous materials.
 2. Note that personnel may not be able to recognize hazardous materials immediately, although they are present. Some hazardous gasses are invisible and odorless.
- G. Normal accident investigation procedures shall be suspended until the on-scene authority has given appropriate clearance, whereupon the accident shall be investigated and reported.

21.4.3 Identification of Hazardous Materials

- A. Placards
Placards are displayed at the front, rear, and on both sides of all vehicles (including rail cars) hauling hazardous materials; however, placards are sometimes either not displayed or have misidentified the cargo. Some placards are made of paper which may have burned before the officer's arrival.
 1. Red placards indicate flammable materials.
 2. Rust placards indicate explosive materials.
 3. White placards indicate poisonous materials.
 4. White/black placards indicate corrosive materials.
- B. Driver
When the accident involves a truck, the driver may be able to supply information about the load transported; however, the driver is not required to know a great deal about cargo or emergency measures for handling it except for explosives. In case of explosives, the driver is required to have in possession, and be familiar with, documents containing procedures to be followed in the event of accident.
- C. Shipping papers
 1. Where the hazardous material is transported by truck, the driver is required to have a copy of the shipping papers which show the name of the materials, classification, and quantity. By using these papers and the Wyoming Department of Transportation Emergency Response Guidebook, the officer can identify the hazard associated with the material and ways of handling it. Officers shall record the name of the materials, classification information, and quantity.

2. Where the hazardous material is transported by rail, the shipping papers will be located in the engine and will have attached to them instructions for handling all hazardous materials on the train. Additionally, a manifest is located in the engine listing each car on the train and its contents in order from the engine back. If the conductor is not available or incapacitated when emergency personnel arrive, officers shall obtain the manifest from the engine compartment.

D. MSD sheets

To supplement the placard system, many shippers of chemicals provide the drivers with materials handling safety and data sheets (MSD Sheets) which provide emergency information. Although MSD sheets are subject only to voluntary use, the officer shall ask the driver for them.

E. Officers have access to the Wyoming Department of Transportation Emergency Response Guidebook on hazardous materials which contains identifying information on chemical products, first-responder hazards, and specific countermeasures.

21.4.4. Evacuation

- A. When the possibility of an evacuation of residents exists, the incident commander shall consider:
1. Manpower requirements;
 2. The method of notifying persons to be evacuated (i.e., door to door, PA system, use of local radio stations, IPAWS, Code Red, social media etc.);
 3. The size of the area and number of people living there to be evacuated;
 4. Use of mass transportation to move evacuated persons;
 5. Housing of evacuated persons, where possible, in public schools, the YMCA or churches;
 6. Security of evacuated areas to prevent looting, and premature return (the fire chief shall make the decision when it is appropriate for people to return home).
- B. The on-duty supervisor shall consult with the fire chief and the HAZMAT coordinator on any decision to evacuate an area. The supervisor shall effect the evacuation upon order of the fire chief. In the event of evacuation, the supervisor shall establish a command post, ensuring that the following tasks are undertaken:
1. Establish an emergency communications link with appropriate authorities;
 2. Evaluate the size of the area and number of people to be evacuated;
 3. Assign personnel and medium to notify people

21.4.5 Key Contact Agencies

- A. Key contact agencies are available for evaluation and assistance in the handling of hazardous material incidents. Every effort shall be made to obtain the following information before contacting these agencies:
1. Location of the incident or accident;
 2. Nature and type of hazardous material involved, if known;
 3. Shipper (if known) of hazardous material;
 4. The color and number of any labels on the carrier or cargo;
 5. Type of environment (i.e. - residential, business, etc.);
 6. Size of the container and estimated amount of material discharged or leaked;

7. If rail, location of hazardous material car counted from the head of the train, car number, and description of car (i.e., tank car, box car, etc.); and
 8. The serial number of any aircraft, if involved.
- B. Depending on the hazardous materials involved, one or more of the following agencies may be contacted:
 1. Chemical Transportation Emergency Center (CHEMTREC), 800-424-9300
 2. The National Response Center is the sole federal point of contact for oil and chemical spills, 800-424-8802
 3. Sheridan County Emergency Management, 307-675-2550
 4. Sheridan County Public Health, 307-672-5169
 5. Wyoming Office of Homeland security, 307-777-4663 or 307-777-4321
 6. Wyoming Department of Environmental Quality, 307-777-7781

21.4.6 Clandestine Labs

- A. Clandestine laboratories producing illicit drugs are frequently operated with little or no safety precautions. Immediate dangers include fire, explosion, inhalation of harmful fumes, and skin contact with dangerous chemicals. Exposure to chemicals found in such laboratories can cause damaging effects to the body including permanent injury and/or death.
- B. When officers encounter a suspected clandestine laboratory and circumstances permit, they shall immediately exit, secure the scene, and contact a supervisor. Additionally, the member will:
 1. Secure possible suspects, keeping in mind possible contamination of the suspects and officers. Time spent in a laboratory during an arrest should be as brief as possible. Members in or around suspected laboratories should be alert to the potential results of a firearm being discharged. Additional precautions may be necessary in handling and transporting suspects depending upon their level of contamination and/or the type of contaminants involved.
 2. Seek medical attention, if needed.
- C. The supervisor will respond to the scene, assume the role of the incident commander and:
 1. Evaluate whether an area evacuation is required;
 2. Evaluate the need for fire and/or ambulance services;
 3. Evaluate the need for additional personnel; and,
 4. Notify the Wyoming Division of Criminal Investigation.
- D. Until trained personnel arrive and take control of a suspected clandestine laboratory, officers should take general precautions including:
 1. Maintain a safe distance from the suspected laboratory and avoid being downwind and downgrade from the area;
 2. Never attempt to smell, taste, or touch chemicals or unknown substances from a suspected clandestine laboratory to try to identify them;
 3. Refrain from eating, drinking, smoking, or chewing gum or tobacco and from placing their hands to their mouth or face;
 4. Wash their hands, face, and exposed skin upon leaving the area of the clandestine laboratory; and
 5. Secure and/or isolate the structure or vehicle involved and the immediate area to provide the maximum protection practicable to persons in the area.

E. Department personnel shall relinquish control of the scene to Wyoming Division of Criminal Investigation personnel upon their arrival.



Sheridan Police Department
Policies and Procedures
21.5 Replaces 407.1
Chapter 21 – Emergency Operations
Section 5 – Bomb and Bomb Threats

Date: January 1, 2013
Revised: 03/17/2022

Signature:

Cases involving explosives and explosive devices pose a serious danger to the officer and public. Bomb threats must always be taken seriously. The personal safety of the officer and public is of paramount importance in handling these cases.

21.5.1 General Information

- A. Evacuation of the premises is at the discretion of the person responsible for the property. The highest ranking officer on scene may order evacuation when information or evidence is compelling that a bomb is present. If the decision is made to evacuate the building, officers may assist in the process.
- B. The decision to re-open the building will be made by the owner or supervisor of the premises. Law enforcement officers can tell them what the search revealed, however it is their decision whether or not to reoccupy the building or area.
- C. No person shall touch, examine or otherwise tamper with any explosive substance except as authorized by the supervisor.
- D. Radio transmissions and cellular phone use at the scene will be limited to areas outside five hundred (500) feet of the possible explosive. Communications will be conducted by phone (landline) within the five hundred (500) foot perimeter.
- E. An incident report will be completed for each bomb threat, actual bomb or bombing.
- F. All inquiries from the news media should be directed to the department information officer or designee in order to furnish the news media with accurate information and to see that additional bomb threat calls are not precipitated by irresponsible statements from uninformed sources.

21.5.2 Communication Technician Responsibilities

- A. When a caller reports receiving a bomb threat, ascertain the following information from the caller, if possible:
 1. Name, location, and telephone number of the complainant;
 2. Exact location of the bomb;
 3. Time the bomb will detonate; and
 4. Size and type of bomb or suspected device, if known.
- B. If a bomb threat is made directly to the communication technician, he or she should obtain as much information as possible including:
 1. Exact location of the bomb;
 2. Time set for detonation;
 3. Description of bomb;

- 4. Type of explosive;
 - 5. Reason for bombing;
 - 6. Any information about the caller (i.e. - age, gender, tone) or call (i.e. - background noise, etc.);
 - 7. Pay particular attention to background noises which may give a clue as to the location of the caller;
 - 8. Listen closely to the voice: quality (i.e. calm/excited), accent and any speech impediments; and
 - 9. Attempt to determine source of call.
- C. Record pertinent information and dispatch patrol units to the area.
- D. In cases where the presence of a bomb has been verified or in the event of an actual bombing:
- 1. Notify and dispatch the command staff; and
 - 2. Notify and dispatch the fire department and emergency medical services as needed.

21.5.3 Responder Responsibilities

- A. All reports of explosive devices or threats will be handled as bonafide complaints until they are proven otherwise.
- B. Turn off all electronic communication devices, including radio transmitters, cell phones, mobile data terminals, etc., within five hundred (500) feet of the location of the alleged bomb. Communication among officers at the scene will be by voice or hand signal. Assure that everyone at the scene (i.e. - employees, school administrators, fire department personnel, etc.) have turned off all electronic communication devices.
- C. The first officer at the scene will attempt to gain more information from the person who received the actual call and locate the complainant, owner or occupant in charge of the building and suggest that the building be evacuated if the circumstances of the call cause personnel at the location or establishment or the responding officer to reasonably feel the threat is valid. A decision to evacuate prior to the actual discovery of a suspicious package or bomb will be the responsibility of the complainant, responsible person or occupant.
- D. If a suspected bomb, explosive device, or suspicious package is located or confirmed, the ranking police official on the scene will order the immediate evacuation of the building or area and supervise the evacuation to ensure that all persons are moved safely away from the threat area. A secure perimeter shall then be established. Persons in surrounding buildings should be notified of the potential danger.
- E. If a suspected bomb, explosive device, or suspicious package is located, response of the fire department, emergency medical service and a bomb disposal team shall be requested. Gas and other utilities should be shut off to the building.
- F. The shift supervisor should respond to all incidents involving explosive devices or threats, establish incident command system (ICS) and assign other personnel to assist as necessary.

21.5.4 Conducting Searches

- A. The decision to search a building is a building management decision, with law enforcement providing recommendations. Since building employees are most familiar with the building and would be more familiar with any suspicious items or packages, employees of the location should conduct the actual search with the assistance of officers. The personnel involved in a search must be instructed not to touch, move or otherwise disturb any discovered or suspected explosive device.

- B. When the decision to search has been made, the on-scene supervisor will designate search team(s) as needed, depending on the size of the areas to be searched.
 - 1. Officers shall coordinate the search to avoid repetition.
 - 2. A floor plan of the building should be obtained if available for immediate reference by the search team(s).
 - 3. Search teams should communicate by using a runner to relay any necessary messages.
- C. Researchers must be aware that more than one explosive device may be present.
- D. Master keys for lockers, doors, etc. should be obtained prior to the beginning of the search.
- E. The search should be conducted systematically and thoroughly.
 - 1. All areas open to the public shall be given special attention including restrooms, trash receptacles, stairwells, elevator shafts, etc. as should closets and other seldom-used areas which could be used to conceal a bomb.
 - 2. A ground level search of the exterior of the building should be conducted. Attention should be given to piles of leaves and refuse, shrubbery, trash receptacles and parked vehicles.
 - 3. The first level of the building should be searched and work upwards making a complete search of each floor before proceeding to the next level.
 - 4. An individual entering a room during a search should stop and listen for unusual or out of place noises before conducting a physical search.
- F. If the search cannot be completed within the fifteen (15) minutes preceding the time the device is scheduled to be detonated, all police and civilian personnel should be evacuated to a safe distance. That position should be maintained for a minimum of one (1) hour past the scheduled time of detonation.
- G. If an officer is made aware of or discovers any device he suspects to be a bomb or explosive device that cannot be identified by the owner/occupant of the building, it should be treated as an un-detonated explosive substance and not moved or touched. Immediate evacuation of the general area should be started if not already evacuated. All search personnel should be evacuated until the device has been removed or disarmed and the search for secondary devices can be continued. Do not assume that a device that is located is the only hazardous device present.
- H. Nothing shall be done to change the environment of the area searched, such as turning on or off light switches or thermostats until the area has been searched thoroughly using flashlights.

21.5.5 Actual Explosion

- A. Following an actual explosion, prepare for secondary devices.
- B. Secure the scene and notify command personnel.
- C. Request medical and fire units if needed.
- D. Notify ATF and FBI.
- E. Interview the person who received the original call. All details, such as the caller's voice, mannerisms, background noises, and the time shall be gathered. Play back the recording of the bomb call and secure a copy as evidence.
- F. Instruct officers about traffic control and perimeter security as needed.
- G. Explosions may cause structural damage and other undetonated explosives may still be present. People on the scene should use caution and no person should enter the danger zone except to prevent injury or death to another person. This does not apply to detectives or specialists examining the scene.



Sheridan Police Department
Policies and Procedures
21.6
Chapter 21 – Emergency Operations
Section 6 – Mobile Command Unit

Date: January 1, 2013
Revised: 03/17/2022

Signature:

The City of Sheridan owns a mobile command unit.

21.6.1 Uses

- A. The mobile command unit is designed to be used where a command post near the incident is needed. For example:
 - 1. Emergency management operations at major disasters (i.e. - tornado, flooding, plane crashes, large scale fires, etc.);
 - 2. Operations at major incidents (i.e. - hostage situations, standoffs, etc.);
 - 3. Crime scene investigation or technical accident investigation; and
 - 4. Back-up to the department's communications center.
- B. Authorized use is not limited to emergency operations. For example it may be used:
 - 1. At community functions where police security is necessary;
 - 2. As a service center during special events;
 - 3. As a public information/education tool; and
 - 4. As a mobile police substation.

21.6.2 Equipment

The mobile command unit is equipped with various specialized equipment to include; radios, phones, generator, scene lights, wireless connection to police department, and command boards.

21.6.3 Call-out

- A. Only trained members from the Sheridan Police Department are authorized to move the command unit.
- B. The mobile command unit is stored and maintained in an operational state of readiness at the Sheridan Police Department at 45 West 12th Street.
- C. The initial supervisory officer at the scene of an incident shall determine if the mobile command unit is needed, based on the situation estimate.
- D. If the mobile command unit is needed at the scene, the supervisor shall contact a bureau commander for approval. Once approved, communications shall notify an authorized driver/operator.
- E. The driver/operator is responsible for responding to the scene with the vehicle, preparing the vehicle for use, monitoring all systems during the incident, and shutting down the unit at the conclusion of the event. Authorized operators will follow call out and storage checklists.
- F. While deployed, the operator is responsible for the vehicle and its equipment. The operator will remain with the vehicle and not be assigned any duties that would conflict with operator

responsibilities. While deployed, the operator reports directly to the incident commander or designee.



Sheridan Police Department
Policies and Procedures
21.7 Replaces 409.2
Chapter 21 – Emergency Operations
Section 7 – Hostage and Barricade Situations

Date: January 1, 2013
Revised: 03/17/2022

Signature:

Hostage and barricade situations present extreme danger to officers and citizens. Each hostage/barricade situation is different, but a basic plan may provide officers with guidelines to help defuse the situation safely. Whatever happens, the department expects its officers to react logically and sensibly. Above all, officers shall strive to contain or limit the situation. The paramount objective in a hostage incident is its peaceful resolution and the safe release of hostages.

21.7.1 Initial Response

- A. A barricaded person may be a criminal suspect or a person who is not suspected of committing a crime, but is the focus of a legitimate police intervention effort (most often involving threats of suicide) who has taken a position that does not allow immediate police access and is refusing police orders to exit. A barricaded person may be known to be armed, thought to be armed, have access to weapons in the location, or be in an unknown weapons status.
- B. Communications technicians shall gather as much information as possible and transmit it to officers in the field clearly and quickly so that upon arrival at the scene the officers are aware of the dangers. Information gathered by communications technicians shall include answers to the following questions:
 - 1. Where is the event taking place?
 - 2. Where is the complainant calling from (number and location)?
 - 3. What are the complainant's name and telephone number?
 - 4. Can the complainant see the scene?
 - 5. Are the suspects armed? With what?
 - 6. How many suspects are there?
 - 7. What do the suspects look like?
 - 8. Are there any other persons involved? If so, how many?
- C. The initial response to a hostage/barricade situation is emotionally charged and presents a great danger. Stress is high both among the officers and suspects/subjects involved.
 - 1. Normally, there is no need to rush to a solution; time may reduce stress and allow communication to begin. Additionally, time is needed to assess the situation and to secure the surrounding area.
 - 2. Every effort must be made to reduce the tension level early in the situation and keep it down. Officers who confront hostage incidents should not undertake any tactics other than what is immediately necessary to protect lives.
- D. The first officer on the scene shall:
 - 1. Evaluate the situation and gather as much information as possible.

2. Take offensive action only if:
 - a. The officer is reasonably certain the action will quickly bring the incident to conclusion without increased danger to hostages or other innocent persons; or
 - b. The action is necessary to save a human life, including the officer's own life or in defense of any person who is in immediate danger of serious physical injury.
3. Inform dispatch and request the supervisor's presence and additional back-up as needed.
4. Attempt to contain the situation at its present location.
5. Safely remove all innocent persons from the danger area. Those persons who cannot be safely removed shall be instructed to seek protection where they are. If witnesses are identified, they should be briefly interviewed to obtain information about the incident and arrangements should be made for them to wait in a safe area for identification and debriefing by detectives.
6. Inform the on-duty supervisor of all pertinent facts upon his or her arrival.
7. Assist the on-duty supervisor in gathering as much information as possible about the situation, including the following:
 - a. Suspects
 - i. Location;
 - ii. Types of weapons they possess (i.e. - handguns, rifles, explosives, etc.);
 - iii. Criminal history;
 - iv. Complete physical description, mental and physical condition;
 - v. Purpose or motive; and
 - vi. Current crimes committed.
 - b. Hostages physical description, physical and mental condition.
 - c. Location of the incident including:
 - i. Interior and exterior descriptions;
 - ii. Possible escape routes;
 - iii. Locations of service (i.e. – water, electricity, etc.) connections;
 - iv. Telephone locations;
 - v. Any areas or streets which may be unsafe for additional units responding to the scene; and
 - vi. If a police scanner is being used or is available to the suspect.

21.7.2 Command Responsibilities

- A. The on duty supervisor shall respond to the scene and assume incident command. In cases of barricaded subjects, the incident commander shall develop an initial plan of action and notify the operations supervisor and other command staff if appropriate. In cases of hostage situations or when deemed appropriate for a barricaded subject, the incident commander's duties and responsibilities include the following:

1. Notifying appropriate personnel within the department and support agencies.
 - a. Notifying the chief of police and command staff.
 - b. The designation of a tactical commander and assignments.
 - c. Obtaining sufficient personnel and equipment.
 - d. Asking emergency medical services to stage in the area.
 - e. Asking the fire department to stage in the area.
2. Establishing an inner and outer perimeter to ensure a safe area in which to operate.

3. Establishing a command post, recording personnel assignments and developing a chronological log of events.
 4. Formulating and being prepared to place into operation a plan of tactical action against the barricaded position.
 5. Establishing a staging area.
 6. Assigning radio talk groups.
 7. Arranging for the evacuation of any injured persons.
 8. Arranging for the evacuation of any bystanders in the danger area.
 9. Establishing communications with the suspect(s) to determine their demands or intentions.
 10. Arranging for news media releases.
- B. The incident commander will use a tactical team to address incidents involving hostage takers and barricaded subjects (see section 21.3). The tactical team is responsible for any tactical resolution of the incident. The team leaders are responsible for directing, coordinating and deploying the tactical team at the direction of the tactical commander and incident commander.
- C. Investigative personnel shall:
1. Be responsible for debriefing and for obtaining written statements from those persons who are interviewed. All information gathered and statements taken will be forwarded to the incident commander.
 2. Assist the incident commander in gathering intelligence information on the suspect(s) and hostage(s) as follows:
 - a. Suspect(s):
 - i. General background;
 - ii. Likes and dislikes, habits;
 - iii. Relatives;
 - iv. Arrest and criminal history information;
 - v. Weapon(s) involved; and
 - vi. Current mental state and alcohol or drug influence.
 - b. Hostage(s):
 - i. General background;
 - ii. Relatives;
 - iii. General health; and
 - iv. Any weapon(s).
 3. Location of barricade:
 - a. Floor plan or layout of structure and outside curtilage if possible;
 - b. Location of utility shut offs; and
 - c. Any information useful to negotiators, tactical team, incident commander or others.
 4. Conduct a full investigation and case preparation for the prosecutor's office.

21.7.3 Negotiations

- A. The incident commander will determine the need for and role of a crisis negotiation team.. Generally, negotiations will be initiated as soon as possible and continued until it becomes clear that negotiations are not beneficial to resolving the situation, or an opportunity presents

- itself that will enable a conclusion to the incident with little or no risk to the hostages or departmental personnel.
- B. The primary objective of a negotiator is to change the attitude of the hostage-taker(s) and/or barricaded suspect from hostility to trust. The suspect should be told of the futility of his or her actions and every effort should be made to persuade the suspect to surrender voluntarily.
1. Time is on the side of the negotiator and is the principal tactic used in the negotiating process.
 2. During the negotiations, the negotiator should command the respect of all personnel involved, but should not portray himself or herself as the ultimate decision maker. The suspect should be made to understand that there is another authority over the negotiator. This technique will allow the negotiator to employ further delaying tactics.
 3. Demands by the suspect should be carefully considered and evaluated as to the impact upon the immediate and subsequent circumstances of the overall situation before agreement to or denial of such demands.
 4. In negotiating, practically all demands are negotiable except:
 - a. Supplying the suspect with weapons or ammunition;
 - b. Supplying the suspect with alcohol or other drugs;
 - c. Trading a police officer for a hostage or allowing a police officer to go inside to speak with the subject alone;
 - d. Taking additional hostages or exchanging hostages; and
 - e. Any other items that would tend to strengthen the bargaining position of the suspect(s) in the situation.
 5. Negotiable items can include, but are not necessarily limited to: food, cigarettes, non-alcoholic beverages, or any other items that would not tend to strengthen the bargaining position of the suspect(s).
 6. As a general rule, demands for transportation will be denied unless there is danger to a large group of persons that can be alleviated by moving the hostage taker and/or hostages or where movement presents a tactical advantage to the police.
 7. No demands will be made of the hostage taker, other than to agree to exchange the release of the hostages for the safety of the suspect.
 8. Participating personnel shall be kept informed of plans and developments.

21.7.4 Aftermath

- A. Once the hostage taker has been captured, the following actions shall be performed:
1. The suspect shall be removed from the scene to a place of interrogation.
 2. Hostages shall be removed immediately upon capture of the suspect.
 - a. The on-scene supervisor shall alert all participants by radio that the hostages are exiting the scene.
 - b. Medical treatment shall be provided, if needed.
 - c. A controlled area should be established so that hostages may be united with their families.
 - d. Investigators shall interview each hostage to obtain statements.
 3. The crime scene shall be preserved until processed for evidence by officers assigned.
 - a. The area shall remain cordoned off until the incident commander declares it open.

- b. Officers who are no longer needed shall be cleared for normal assignments by the incident commander.
 - c. Investigations shall be made into any surrounding property damage (i.e. - bullet holes in neighboring building or destroyed lawns and gardens, etc.).
- B. A detailed after action report will be submitted to the chief of police by the incident commander or designee as required in section 21.2.2.A.10



Sheridan Police Department
Policies and Procedures
21.8
Chapter 21 – Emergency Operations
Section 8 – Active Shooter

Date: January 1, 2013
Revised: 03/17/2022

Signature:

It is the goal of the Sheridan Police Department to intervene in active threat situations to prevent further injuries or loss of life. These situations require rapid deployment of initial responding officers prior to the arrival of special resources. Officers responding to an active threat incident shall evaluate the situation and implement immediate efforts to stop the suspect if possible. This may include arrest, containment, or use of deadly force. There is the possibility in an active threat incident for the suspect(s) to cease being an active threat, take hostages, and/or barricade themselves. If one of these situations were to occur, standard hostage/barricaded gunman procedures would apply (see section 21.7).

21.8.1 Characteristics of an Active threat

- A. The term "active threat" is not limited to those subjects using firearms in accomplishing their attack on victims. They may use bladed weapons, vehicles, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.
- B. Situations involving active threats are not specific to schools or public buildings. They can occur in outdoor public areas as well as private dwellings and buildings.
- C. Active threats may have a planned attack and be prepared for a sustained confrontation with the police. Escape from the police is usually not a priority of the active threat.
- D. Active threats may make use of explosives, booby traps, body armor, and may employ some type of diversion.
- E. Active threats may be indiscriminate in their violence or they may seek specific victims.
- F. Active threats may be suicidal, deciding to die in the course of their actions either at the hand of others or by self-inflicted wound.
- G. Active threat events are dynamic and may go in and out of an "active" status; a static incident may turn into an active threat event or an active threat may go "inactive" by going to a barricaded status with or without hostages.

21.8.2 Initial Response

- A. In an active threat situation, the initial responding officer shall neutralize the threat to prevent the injury or death of innocent victims. The priority of activities in order of importance is:
 1. Stop, delay, or hinder the active threat from further hostile actions;
 2. Contain and isolate the situation;
 3. Rescue the victims. (While it is important to provide aid to the wounded and dying, it is the department's public safety duty to first protect lives by stopping the homicidal actions of the active threat); and
 4. Protect the crime scene.

- B. Upon arrival at the scene where aggressive deadly behavior is ongoing, intelligence may be sparse and fragmented. Information may be obtained on the run from fleeing witnesses, observing spent casings on the ground or damage from fired rounds, and any information reported by communications. As soon as practical, the following information should be obtained:
1. The identity of the assailant(s);
 2. The description of the assailant(s);
 3. The location of the assailant(s);
 4. The types of weapon(s) the assailant(s) possess;
 5. Information about the assailant's tactical abilities or specialized knowledge; and
 6. Information on the assailant's agenda or motive.
- C. The first priority is to locate the assailant(s) and stop the aggressive deadly behavior. First responders should:
1. Proceed to locate and stop the threat while;
 2. Communicating a quick overview of the incident while deploying; and
 3. Communicating unit movement to other dispatch and other responders.

21.8.3 Command and Control

- A. After the initial deployment, a senior officer on scene must assume the role of incident commander to facilitate the information gathering and dissemination process. The initial incident commander will remain in that role until relieved by a higher ranking individual.
- B. The incident commander should:
1. Establish a command post to coordinate resources and gather/disseminate information;
 2. Analyze the situation and determine if rapid deployment is justified;
 3. Conduct continuous situational analysis to determine the best deployment tactics of responding resources;
 4. Establish communication with the initial contact team;
 5. Assemble additional contact and rescue teams;
 6. Designate an initial inner perimeter to contain the perpetrator and control access to and egress from the location;
 7. Select a suitable secure staging area for responding officers and other emergency responders. Establish ingress and egress routes for emergency vehicles;
 8. Notify command staff of:
 - a. Location and number of suspects and type of weapons involved;
 - b. Estimated size of the crowd and number of casualties and fatalities -- if known; and
 - c. Additional assistance needed (i.e. - fire, medical, canine, bomb squad, etc.);
 9. Establish talk groups;
 10. Coordinate with owners or officials of the target location for floor plans, site layout, and a roster (including emergency contact information as available) of employees, students, residents, visitors, or others believed to be on site; and
 11. If a lockdown has occurred, the incident commander will determine whether to order a law enforcement supervised evacuation or leave it in lockdown mode.

- [REDACTED]
- D. Incidents may occur that involve unexploded devices (bombs). When a contact (or rescue team) locates a possible explosive device they should:
 1. Visually inspect the device;
 2. Consider an alternate route based on condition of device;
 3. Move quickly away from device;
 4. Not move or touch the device;
 5. Verbalize location of the device to the rest of the contact team;
 6. Report location of the device to the incident commander;
 7. Mark the location of the device to warn others;
 8. Limit the use of radios, cell phones, or other electronic devices; and
 9. Move past the device and continue the search.

- [REDACTED]

F. Perimeter assignments

1. Officers working perimeters shall prevent the suspect(s) from escaping and unauthorized personnel from entering the scene.
2. It should be anticipated that innocent civilians will be fleeing from the active threat(s). Such victims are to be searched and directed to a place of safety designated by the incident commander.

21.8.4 Aftermath

- A. No location associated with an active threat will be considered secure until a thorough search of the facility is completed. The incident commander will make the decision to declare the scene secure. Officers assigned to security functions will maintain positions until properly relieved.
- B. Once the area is considered secure, police actions shift toward conducting an investigation and the incident commander should then direct personnel in the accomplishment of that function while keeping in mind needs for scene security, aid for victims, and communications with the public and outside groups.

- C. A detailed after action report will be submitted to the chief of police by the incident commander or designee.



Sheridan Police Department
Policies and Procedures
2.1
Chapter 2 – Law Enforcement Role
Section 1 – Mission Statement & Values

Date: January 1, 2013
Updated: 2/28/2018, 08/27/2021

Signature:

The mission statement and organizational values are fundamental to the direction of our organization and represent the department's commitment to our community. In order to build community trust and ensure professional service it is expected that the actions of department members reflect the department mission and values. .

2.1.1 Sheridan Police Department's Mission Statement

The mission of the Sheridan Police Department is to continuously evolve while serving all people in our jurisdiction by preventing crime, protecting life, and improving the quality of life. We will work towards our goals through challenging and relevant training, quality hiring, and working with community partners.

2.1.2 Sheridan Police Department's Values

For our community and the citizens we serve we believe:

- ⇒ The fair and equal treatment to all citizens.
- ⇒ That all citizens have the right to dignity and respect.
- ⇒ Being honest and open with the public.
- ⇒ Cooperation with our community.
- ⇒ We maintain that citizen calls for service are a police priority
- ⇒ That our application of the law is compatible with the State and U.S. Constitutions.

* For ourselves and our fellow department members we believe in:

- ⇒ Upholding the high standards of integrity in our profession.
- ⇒ Continuing to pursue excellence through education and training.
- ⇒ Acting admirably both on and off duty, and
- ⇒ Presenting an appearance that inspires confidence in our abilities.
- ⇒ Treating each other with fairness and respect.
- ⇒ Sharing ideas and information through open and honest communication,
- ⇒ Working together to achieve our objectives.



Sheridan Police Department
Policies and Procedures
22.1
Chapter 22 – Special Events & Programs
Section 1 – Citizen's Police Academy

Date: January 1, 2013
Revised: 03/17/2022

Signature:

The Sheridan Police Department conducts Citizen's Police Academy (CPA) training for interested residents of Sheridan and Sheridan County. The program is designed to give citizens an overview of the operations of the police department, a better understanding of the agency, and open a line of communication between the community and department employees.

22.1.1 Staff

- A. The CPA program shall be under the supervision of a member of the police department who will act as the coordinator. The coordinator will be chosen by the chief of police. The coordinator is responsible for:
 - 1. Recruiting, screening and selecting applicants;
 - 2. Selecting instructors and courses for presentation;
 - 3. Scheduling classes, classrooms and other training locations;
 - 4. Making arrangements for equipment and supplies for classes; and
 - 5. Supervising activities of citizens attending CPA classes and will review, investigate and take appropriate action concerning misconduct on the part of a citizen attending the CPA.
- B. Police officers and employees who serve as instructors at the Citizen's Police Academy must exemplify the highest personal and professional standards as they serve as role models for the citizens attending the CPA.

22.1.2 Program Information

- A. The course curriculum is instructed primarily by members of the Sheridan Police Department.
- B. It is the intent of the program to expose citizens to a broad range of police department functions. Areas of instruction may include, but is not limited to:
 - 1. Family violence;
 - 2. Criminal law;
 - 3. Firearms handling, marksmanship and practicals;
 - 4. Driving under the influence of alcohol or other drugs;
 - 5. Defensive tactics and the use of Tasers;
 - 6. K-9 operations;
 - 7. Patrol operations;
 - 8. Tactical operations;
 - 9. Alcohol abuse and alcohol protocols;
 - 10. Drug awareness;
 - 11. Police department hiring practices;

12. Media relations;
13. Public records;
14. Criminal investigations;
15. Communications (911); and
16. School emergency preparedness.

22.1.3 Qualifications and Selection

- A. Applicants must be at least eighteen (18) years of age or a high school student with parental consent. Students under the age of eighteen (18) shall not be allowed to participate in live firearms training without approval from the coordinator.
- B. Applicants shall complete an application and authorization to conduct a background check.
- C. Applicants are required to pass a background investigation including, but not necessarily limited to contact history with the Sheridan Police Department and other local law enforcement agencies. The following are grounds for rejection:
 1. The applicant has been found guilty of any felony;
 2. Applicants with pending criminal charges may be denied admission to the CPA until those cases have been resolved;
 3. The applicant has established a pattern of conduct that would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the law which would jeopardize public trust in the law enforcement profession;
 4. The applicant has established a pattern of drug or alcohol abuse;
 5. The applicant has been untruthful during the application process;
 6. Additional reasons for rejection will be decided on a case by case basis with the final decision by the deputy chief of police.
- D. When qualified applicants exceed openings, priority will be given to residents of Sheridan and people employed by Sheridan businesses.
- E. People selected for academy attendance shall be required to sign a waiver releasing the police department and City of Sheridan from liability for any and all damages resulting from participation in the CPA.

22.1.4 Academy Regulations

- A. Participants are expected to conduct themselves in a safe and mature manner.
- B. Participants are expected to be attentive during class. Disruption of classes or unsafe conduct can result in immediate removal.
- C. Attendance at each class is important. Three (3) unexcused absences will be considered a withdrawal from the academy.
- D. Participants are expected to maintain a neat and clean appearance and dress appropriately for the type of training scheduled (classroom or field training).
 1. Casual dress clothing may be worn.
 2. Leisure apparel shall not be worn



Sheridan Police Department
Policies and Procedures
22.2
Chapter 22 – Special Events & Programs
Section 2 – Student Programs

Date: January 1, 2013
Revised: 03/17/2022

Signature:

The Sheridan Police Department is dedicated to reaching out to the youth of our community, providing a positive image for them to follow, and to foster and encourage interest in law enforcement-related careers.

22.2.1 Job Shadowing

- A. Job shadowing pairs school students with department employees where they can get first-hand information about job skills and careers.
- B. Job shadowing will be arranged through the appropriate bureau commander.
- C. A parent of the student will be required to contact the bureau commander and/or shadowed employee prior to the shadowing.
- D. Job shadowing is typically a short term event while the mentorship program takes place over a longer period of time.
- E. Students and their parents will be required to sign a waiver form prior to the student being allowed to ride in any vehicles operated by the Sheridan Police Department. The release forms which the parents and student have signed will be kept on file with the Sheridan Police Department for four (4) years per the Wyoming record retention schedule.

22.2.2 High School Internship Program

- A. The Sheridan Police Department may participate in the Sheridan High School internship program for high school students wishing to know more about law enforcement in our community.
- B. Students will be instructed in various aspects of police work at the Sheridan Police Department.
- C. Each student will be assigned staff to assist them during the mentorship program. The mentors will work with the students to achieve the goals that they have set for themselves.
- D. The Sheridan Police Department may conduct the mentorship program during the normal school year. The police department will provide a maximum of one (1) internship each semester. The internship schedule and additional weekend ride alongs will be determined by class schedule and the administrative services bureau manager.
- E. Prior to the beginning of the internship program, a background check will be conducted. The administrative services manager will discuss with the students and their parents restrictions that the Sheridan Police Department will place on their participation during the program.
 - 1. The students will not be allowed to carry any weapons (guns/knives) while participating in the program.

2. The students will be instructed in the necessity for confidentiality in regards to any information they learn or hear about while participating in the program. Students and their parents will be required to sign a confidentiality agreement. Any violation of this confidentiality will result in immediate dismissal of the student from the mentorship program.
3. Students and their parents will be required to sign a waiver form prior to the student being allowed to ride in any vehicles operated by the Sheridan Police Department. The release forms which the parents and students have signed will be kept on file with the Sheridan Police Department for four (4) years per the Wyoming record retention schedule.
4. Students will not be allowed to operate any emergency equipment in any of the City of Sheridan vehicles nor will they be permitted to drive any City of Sheridan vehicles.
5. If the students are riding with patrol officers who are dispatched to a call of serious potential danger, the students will be dropped off at the nearest safe spot (i.e. - convenience stores, open businesses, etc.) and will be required to immediately contact their parents to be picked up. The parents will then be required to contact the police dispatcher upon picking up their children to ensure the safety of the students.
6. Students will be allowed to ride only with officers who have completed their trial service period. These officers will be determined by the shift supervisor or operations commander.

F. Interns may be assigned non enforcement projects or duties as part of their internship.

22.2.3 College Internship Program

- A. The Sheridan Police Department may allow select students from recognized colleges and universities who are pursuing a degree in the field of criminal justice to experience and observe the operations and functions of the department.
- B. In order to participate in the internship program, the student must be attending an accredited college or university, be a student in good standing, and be enrolled in a criminal justice program. A curriculum of study will be agreed upon by the educational institution, intern and the appropriate bureau commander prior to the beginning date of the internship.
- C. Student interns are not employees of the Sheridan Police Department and will not receive any compensation or benefits.
- D. Students desiring to participate in the internship program should:
 1. Submit a letter of interest and resume to the chief of police;
 2. Have their college professor or department head make a written request to the chief of police requesting the named student be accepted for internship;
 3. Provide a name, address, and telephone number of the professor who is to receive comments and evaluations concerning the student;
 4. Agree to participate in an interview to determine the following:
 - a. Applicant's suitability for the program;
 - b. The applicant's interest in law enforcement; and
 - c. The applicant's capability to successfully complete the program.
 5. Agree to a background check and provide the information necessary to complete it.
- E. Acceptance into the internship program is based on successful completion of the application process, oral interview and background check.

- F. Upon notification of acceptance into the internship program, the applicant shall provide the police department with the following:
1. Proof of student medical/health insurance;
 2. Written certification from the institution the intern attends which shows that the institution has a general liability policy that insures and indemnifies the City of Sheridan for bodily injury and property damage resulting from the actions of the student while participating in the program; and
 3. A rider waiver and release form.
- G. The chief of police shall designate a person to act as a liaison between the academic institution and the department. The intern will report to and be assigned duties through this intern coordinator.
- H. The intern coordinator shall:
1. Coordinate all intern activities with the student's college or university internship coordinator;
 2. Assist the intern in enhancing his or her educational experience;
 3. Devise a schedule that provides the intern an opportunity to experience the activities and functions required of a law enforcement agency; and
 4. Provide supervision and assistance to the student, as required, throughout the internship.
- I. The college will dictate the minimum number of hours necessary for the intern to complete the course, either on a weekly or cumulative basis.
- J. Rules of Conduct
1. During the course of the internship, the intern will be responsible to the intern coordinator and all department employees they are assigned to.
 2. The intern will wear an identification badge that will identify the person as a Sheridan Police Department intern at all times.
 3. Interns shall abide by the law enforcement code of ethics, the policies of the Sheridan Police Department and the policies of the City of Sheridan including but not limited to:
 - a. All student interns shall conduct their private and professional lives as to avoid bringing discredit upon the operation or efficiency of the department or any employee. No student intern shall conduct themselves in a manner that is unbecoming to their position.
 - b. Interns are prohibited from carrying any type of weapon. Any intern found to be in possession of any weapon will be immediately terminated from the program.
 - c. Student interns shall be truthful and complete in all written and oral reports and shall not knowingly report any inaccurate, improper, or false information.
 - d. Realizing the sensitivity of information received on a day-to-day basis by law enforcement officers, interns will not divulge to any person not affiliated with the Sheridan Police Department any official information learned while participating in the internship program.
 - e. No student intern shall report to duty with the odor of an alcoholic beverage on or about his or her person. No student intern shall, at any time while on duty be under the influence of any intoxicating beverage or substance. The use of illegal drugs is prohibited on or off duty. Prescription drugs may only be

- taken under a doctor's order. No student intern shall report to work if the prescription drug will impair his or her mental or physical abilities.
- f. Student interns shall be courteous, polite, and respectful in dealing with the public and employees of the police department. All conversations shall be conducted in a courteous and even-tempered manner.
 - g. Student interns shall promptly obey all lawful orders and directions by civilian employees, officers, and supervisors of the police department.
4. All student interns shall maintain a neat, clean, well-groomed, and professional appearance. Interns will be expected to dress in casual business attire. Exceptions to this rule will depend on the assignment that the intern is given.
 5. Interns will not undertake any type of investigation, unless specifically instructed to do so by the chief of police or his or her designee and then only under the direct supervision of a sworn officer appointed by the chief of police or his or her designee.
 6. The student intern is primarily an observer and will not become involved in any police enforcement action. Student interns will be allowed to observe as much of any situation as possible consistent with preserving their safety and protecting the rights of those involved.
- K. Interns may be assigned non enforcement projects or duties as part of their internship.



Sheridan Police Department
Policies and Procedures
22.3 Replaces 201.2
Chapter 22 – Special Events & Programs
Section 3 – School Resource Officer Program

Date: January 1, 2013
Revised: 01/22/2019 & 03/17/2022

Signature:

A handwritten signature in blue ink, appearing to read "Michael K. Johnson".

The Sheridan Police Department works in partnership with Sheridan County School District 2 through the school resource officer (SRO) program to create an effective and positive police presence in Sheridan schools.

22.3.1 Program Purpose

- A. School resource officers will serve as a Sheridan Police Department liaison to Sheridan County School District 2 community. School resource officers will work closely with school and district administrators to enforce criminal laws and related district policies. Presence in the schools means officers can provide immediate intervention, mitigation and assistance with problem resolution.
- B. School resource officers may assist the school faculty in counseling students, locating referral agencies, maintaining order, and teaching in appropriate areas where law enforcement education or personal experiences as a police officer can provide meaningful insight to the school community. Fulfillment of any teaching request will depend on the appropriateness of the request and the school resource officer's competency and availability, and shall be approved in advance by the SRO program supervisor. School resource officers will further assist in other areas as requested and competent including, but not limited to, police activities on campus and consultation in police related matters within the school community.
- C. School resource officers shall strive to identify and address the problems of youth at risk or in conflict with the law. School resource officers will present themselves as positive role models so as to be a positive influence on student's behavior and to create a positive image of police in the student's minds. School resource officers accomplish this by demonstrating the following traits:
 1. An interest in working with youth;
 2. Excellent communication skills;
 3. A high degree of conflict-resolution skills;
 4. A working knowledge of juvenile law, procedures, and community resources; and
 5. The ability to work with diverse groups.
- D. The school resource officer program's primary goal is keeping schools safe. Ancillary to this is developing relationships with youth and faculty.
- E. The school resource officer program will focus its activity in the four major areas described in the following, in descending order of priority. Every effort will be made to accommodate a reasonable request for service in these areas:
 1. Law enforcement service to the school community;

2. Maintaining an integral role in the emergency preparedness of the school community and the Sheridan Police Department;
3. Individual and group counseling related to law enforcement; and
4. Providing law related education to the school community.

22.3.2 Administration and Organization

- A. Police officers assigned as school resource officers are employees of the Sheridan Police Department and shall be answerable to the Sheridan Police Department chain of command. The school resource officer program is under the command of the Special Operations Bureau Lieutenant.
- B. Changes in the administration of the school resource officer program or personnel involved will be discussed with appropriate members of Sheridan County School District 2.
- C. The Sheridan Police Department chain of command shall confer regularly with school administrators in reference to the performance of the school resource officers.
- D. School resource officers will be assigned responsibility for specific schools within the school district to improve service. School resource officers shall meet regularly with school administrators from each assigned school.
- E. School resource officers shall notify the appropriate school administrators of any enforcement undertaken upon school district property as soon as practicable.
- F. School resource officers shall attempt to notify the SRO program supervisor and school administrators at their assigned schools, in advance, of any scheduled absences. In the case of an emergency or other circumstance prohibiting advanced notification, school resource officers shall make reasonable efforts to notify school administrators as soon as possible.
- G. School resource officers will not become a disciplinarian for violations of school policy. If a school resource officer witnesses a violation, the school resource officer may notify the student(s) they are in violation of school policy. If the student(s) continues to violate school policy, the school resource officer should notify a school administrator. Any discipline dispensed in response to a violation of school policy must come from a school faculty member. In incidents involving a violation of school policy, which also constitutes a violation of criminal law, school resource officers are limited to enforcing only the violation of law. School resource officers shall exercise common sense when determining the appropriateness of their involvement in an investigation involving a violation of school policy. Differences between what a school administrator and a school resource officer deem to be an appropriate instance for police involvement may be brought to the attention of the SRO program supervisor for mediation between the school administrator and the school resource officer. In the instance such mediation fails to resolve the issue, the chain of command for both organizations shall be utilized.
- H. Any crime reported to a school resource officer shall be investigated and documented unless otherwise approved by the SRO program supervisor.
- I. Training for school resource officers will be provided by the Sheridan Police Department.

22.3.3 In School Interviewing / Interrogation

- A. Interviews and information gathering conducted by school resource officers, or other officers of the Sheridan Police Department, upon school district property will be conducted in accordance with Sheridan County School District 2 regulations and policies. Any questions

- pertaining to school district regulations and policies should be directed to a school resource officer.
- B. School resource officers should avoid meeting with students alone by making arrangements for parents or school faculty members to be present during the meeting.
 - C. A student's rights to privacy shall be respected. Every effort will be made to prevent public humiliation from law enforcement contact with students and faculty upon school district property unless exigent circumstances exist which threaten public safety or the destruction of evidence.

22.3.4 Duty Hours

- A. School resource officers' duty hours must be flexible to meet the needs of the school community. School resource officers should only take annual leave to correspond with school vacations, unless exigent circumstances exist. The SRO program supervisor shall approve annual leave at his or her discretion. During school vacations and holidays, school resource officers may be assigned patrol, investigative, or administrative functions as needed.
- B. School resource officers shall maintain an office at the high school or junior high school they are assigned to.

22.3.5 Dress Code

School resource officers shall wear departmental uniforms while on duty and adhere to that dress code unless otherwise authorized by the SRO program supervisor.

22.3.6 Coordination with Other Department Members

It is imperative that school resource officers are kept abreast of all criminal activity involving students and faculty of Sheridan County School District 2; therefore, all Sheridan Police Department officers should notify a school resource officer prior to conducting law enforcement activity on school district property. This is also necessary to ensure the officer is informed of the most recent school district policy and regulation involving police officers on school property.



Sheridan Police Department
Policies and Procedures
22.6 Replaces 507.1
Chapter 22 – Special Events & Programs
Section 6 – Bicycle Patrol

Date: January 1, 2013
Revised: 03/17/2022

Signature:

The Sheridan Police Department utilizes bicycles to enhance the effectiveness of the department in providing law enforcement services to the community.

22.6.1 Bicycle Use

- A. Bicycle patrol will be employed to enhance enforcement efforts and provide more opportunities for direct community interaction including:
 - 1. Patrolling specific areas to enhance police visibility, and through that visibility to deter criminal activity;
 - 2. Patrolling special events;
 - 3. Patrolling areas where the bicycle is best suited and areas unsuited for conventional patrol vehicles;
 - 4. Patrolling areas in conjunction with an undercover operation to proactively address identified crime patterns and problems; and
 - 5. In any area or under any circumstances in which it is reasonably believed that bicycle patrol would be particularly effective.
- B. Traffic enforcement may be conducted by bicycle patrol officers; however, such enforcement is not the primary focus of the program and should only be conducted when:
 - 1. The officer can clearly identify themselves to the driver, and
 - 2. Enforcement will not unreasonably jeopardize safety.
- C. Officers working bike patrol are expected to handle all types of calls for service except those that by their nature cannot apply such as transporting prisoners.
- D. Bicycle officers will, as frequently as possible, initiate interaction with residents and business people, so as to develop a strong personal rapport aimed at effectively carrying out the mission and objectives of the department.
- E. While operating a police bicycle on public roads, officers will abide by the operational and equipment requirements of Wyoming Statutes and city ordinances.

22.6.2 Assignment and Training

- A. Assignment to bicycle patrol shall be voluntary and at the discretion of the shift supervisor. Officers must complete their trial service period before bicycle assignment.
- B. An assessment of manpower must be made prior to approval of the deployment of an officer on a bicycle.
- C. Officers shall receive introductory training prior to use of police bicycles.
- D. Those officers regularly participating in or expressing an interest in bike patrol may be provided advanced training depending on the availability of the class and department needs.

22.6.3 Uniforms, Equipment and Maintenance

- A. While operating the police bicycle, an officer will be in full bicycle patrol uniform, including bicycle helmet.
- B. The bike patrol uniform will consist of a polo shirt and windbreaker, bike pants or shorts, duty belt and comfortable solid black footwear. Riding gloves and glasses are highly recommended. Officers will only wear the bike patrol uniform during shifts they could reasonably expect to conduct bike patrol duties. Bike patrol uniforms will not be worn solely as a matter of comfort.
- C. The equipment on each police bicycle shall include, but is not limited to:
 - 1. Headlight, taillight, and reflectors; and
 - 2. A saddlebag or storage compartment.
- D. No equipment upon department bicycles shall be modified without the permission of the patrol operations lieutenant.
- E. Each officer will conduct an inspection of the bicycle and attached equipment prior to going into service including mechanical conditions that might affect its safe operation.
- F. Any damaged or missing items will be reported through the chain of command to the patrol operations supervisor.
- G. Bicycles will be locked whenever the officer is away from the bicycle unless an emergency exists.
- H. When a police bicycle is transported by vehicle, a bicycle rack and bungee cord should be used.
- I. Officers assigned bicycle patrol may keep their assigned bicycle at their residence, but should ensure it is secured in a locked garage when not on duty. Officers without the ability to secure the bicycle at home shall leave their assigned bicycle at the police department.



Sheridan Police Department
Policies and Procedures
2.2 Replaces 103.1
Chapter 2 – Law Enforcement Role
Section 2 – Code of Ethics & Oath of Office

Date: January 1, 2013

Signature:

The Sheridan Police Department and the citizens of Sheridan expect all personnel to maintain high standards of conduct. The Sheridan Police Department is firmly committed to serving the public efficiently, honestly, and professionally. The code of ethics and oath of office contained in this section represent enduring principles that are binding upon employees.

2.2.1 Law Enforcement Code of Ethics

- A. All officers shall abide by the Law Enforcement Code of Ethics:

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, +in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officially or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

- B. Officers shall affirm their willingness to abide by the Code of Ethics. The signed copy will be maintained in the personnel file of the employee.

2.2.2 Oath of Office

A. LAW ENFORCEMENT OATH OF HONOR

On my honor, I will never betray my badge, my integrity, my character or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the constitution, my community, and the agency I serve.

- B. Prior to assuming sworn status, employees shall be required to affirm the oath of office expressing their commitment and intent to respect constitutional rights and maintain high professional standards in discharging the duties of a law enforcement officer.

- C. Upon completing the oath, all officers will abide by its contents.

- D. The signed copy of the oath of office will be maintained in the personnel file of the employee.

2.2.3 Civilian Code of Ethics

- A. All civilian employees shall abide by the civilian code of ethics:

As an employee of the Sheridan Police Department, I regard myself as a member of an important and honorable profession. At all times:

I will perform my duties with efficiency to the best of my ability.

I will be truthful. My conduct and performance of duties will be accomplished in an honest manner, and in compliance with all laws.

I will adhere to the confidentiality of the Law Enforcement profession.

I will not work for unethical advantage or personal profit in the performance of my duties.

I will recognize the public trust given to me as a public safety employee and I will serve to keep that trust in a manner that brings credit and respect to my profession.

I will give the most efficient and impartial service of which I am capable. I will be courteous in all my contacts.

I will regard my fellow employees with equality, dignity, and respect.

I will be loyal to my fellow employees, my superiors, and my agency.

I will accept responsibility for my actions.

I will strive to do only those things that will reflect honor on my fellow employees, my agency and me.

- B. Employees shall affirm their willingness to abide by the Code of Ethics. The signed copy will be maintained in the personnel file of the employee.



Sheridan Police Department
Policies and Procedures
23.1 Replaces 302.1
Chapter 23 – Media
Section 1 – Media

Date: January 1, 2013
Revised: 03/23/2022

Signature:

An informed public is essential to the healthy functioning of democracy. The news media keeps the public informed of government activities and frequently shapes public opinion. The Sheridan Police Department will work with the news media to provide accurate information on department administration and operations to foster a relationship of mutual trust, cooperation, and respect with the members of our community.

23.1.1 News Media Relationship

- A. The Sheridan Police Department will cooperate fully and impartially with news media representatives in their efforts to gather factual public information pertaining to the activity of the department.
- B. The department will assist media efforts as long as these activities do not unduly interfere with the department's operation, infringe upon individual rights, or violate the law.
- C. The department is committed to informing the community and news media of events handled by or involving the department.
- D. The department attempts to be responsive to the media and public interest in department operations and situations by:
 - 1. Helping media personnel in covering both routine news stories and at scenes of incidents;
 - 2. Making someone available to respond to news media inquiries;
 - 3. Preparing and distributing news releases;
 - 4. Arranging for and/or assisting at news conferences; and
 - 5. Coordinating and authorizing the release of information about department investigations and operations according to appropriate statutes and other restrictions.

23.1.2 Media Briefings

- A. The daily activity summary is produced every business day morning and placed on the police department website for public access.
 - 1. The primary person responsible for the activity summary is the public information officer (PIO) appointed by the chief of police. The PIO will designate another person to conduct the briefing in his or her absence.
- B. Special situation media briefings will be held to update the media as to events which are not routinely disseminated through the regular briefing.
 - 1. Examples of police activity requiring a special situation briefing may include a police related shooting, a hostage situation, a homicide, or any circumstance demanding

- immediate coverage by the media to alert the public to a potentially dangerous circumstance (i.e. - an escapee, a toxic spill, etc.).
2. All local media will be advised of the time and place that special briefings will occur.
 3. The chief of police or his or her designee will conduct the special situation briefing.
 4. In most cases, a bureau commander and/or the investigator in charge of the case, as well as any other knowledgeable personnel, will be present with the chief of police to provide additional background information on the case.
 5. When appropriate, a general press release detailing the incident, with correctly spelled names and releasable information shall be made available for media representatives.
- C. Police personnel may participate in personal interviews on police department business related information, only as approved by this policy or the chief of police. Personal interviews on topics outside the scope of the department, which will not reasonably bring discredit or bring controversy to the department, may be conducted without the department being notified.
- D. Ranking officers at incident scenes may release information of a factual nature to the media as governed by this policy.
1. Where the employee is unsure of the facts or confidentiality of information, he or she shall refer the inquiry up the chain of command.
 2. The officer will conduct on-scene briefings as time permits and as long as such a briefing does not interfere with the officer completing his or her duty.
 3. The officer in charge of crashes may release general details of the crash as long as such release does not violate provision of this policy. Such information may include the number of vehicles involved, the extent of injuries, vehicle descriptions, etc.

23.1.3 Cooperation with Media

- A. During normal business hours, the public information officer will attempt to comply with media requests for information by conferring with the appropriate person in order to obtain the requested information. Sources of information include the chief of police, the officer in charge of a particular case, the appropriate bureau commander, or a shift supervisor.
- B. The on-duty supervisor will handle all media requests after normal business hours.
- C. News media representatives will have reasonable access to the public information officer and/or the chief of police.
- D. The department will assist all local, national, and international news organizations. Failure of news media personnel, unknown by the department, to present authorized identification may provide grounds for restricting access to incident scenes.
- E. Public information may be provided to media representatives by phone if the identity of the representative is known or can be authenticated.
- F. When information must be denied to a media representative, the basis of that denial shall be fully and courteously explained.
- G. Unless a release of information would compromise an investigation or is otherwise restricted from release by law (see section 14.4.4), the following types of information involving criminal matters are authorized for release to news media personnel:
 1. The type of event or crime and when and where it occurred, to include a brief synopsis of known facts concerning the incident including:
 - a. General information concerning property loss;

- b. Physical injuries or the event of death. Normally the department will not release the name(s) of the deceased and will refer media representatives to the county coroner to ensure the next of kin has been notified.
2. Information concerning the type of investigation, its length, the number of officers involved, the identity of any assisting agencies and the name of the officer in charge of the investigation (except the name of any undercover officer will not be released).
3. The identity of the victim or person who reported the crime (name, sex, age, and address) unless the release of such information is likely to pose a threat to his or her personal safety or compromise a future criminal investigation.
 - a. If the victim or complainant requests that his or her name not be used in the media release, this request will be given to the media. The media is not obligated to respect the request.
 - b. The department is reluctant to release names of children or victims of domestic violence. When media personnel request the information, the officer conducting the briefing will supply the information unless articulable reasons exist for denying the requested information (see section 14.4.4).
4. Information concerning the existence of suspects or:
 - a. The arrested person's name (if an adult), age, residence, and other factual background information;
 - b. The nature, substance, or text of the charge(s);
 - c. Custody status, amount of bond, scheduled court dates, and the place of the suspect's detention;
 - d. If a warrant has been issued, but not executed, and the officer anticipates that the public may provide information to assist in locating the person, suspect information including photographs may be released to the media to help locate the individual.
 - e. Suspect's or accused persons in custody shall not be posed or arrangements made for photographs, telecasts, or interviews, nor shall departmental personnel pose with the suspect or accused person in custody.
 - f. Arrestee's photos are created and maintained by the Sheridan County Detention Center. Their policy shall govern photo releases.
5. The circumstances surrounding the arrest including the date, time, and place of arrest, number of officers involved, whether pursuit or resistance was encountered, possession or use of weapons, and the descriptions of any items seized in connection with the arrest.

H. Members of the department will not release the following types of information:

1. The existence of information concerning the character or reputation of the accused.
2. The existence or contents of any confession, admission, or statements of the accused without approval of the prosecuting attorney.
3. The performance of any examination or tests by the accused or failure to submit to an examination or test.
4. Comments on the expected testimony or credibility of any witnesses.
5. Any opinion as to the innocence or guilt of the accused, the merits of the case, the possibility of any plea or negotiations or the investigative value of any evidence.
6. The home address or home telephone number of any department employee without the consent of that employee.

7. Information received from other law enforcement agencies without agreement from the other agency.
- I. Public information shall be released to the media as promptly as circumstances allow in an impartial, courteous and objective manner.
- J. Written press statements shall be released only following approval of the chief of police or his or her designee.

23.1.4 Media Access to Crime Scenes / Critical Incident Areas / Crash Scenes

- A. At the scene of any event of public interest, members of the Sheridan Police Department will permit members of the news media to conduct interviews, take photographs or film, or otherwise perform their assigned tasks, provided their activity does not interfere with the mission of the police, fire, medical or other emergency service workers.
- B. Members of the media will be allowed access to a crime scene as soon as practical after the scene has been processed by the detective division and the supervisor of the detective division has determined that no evidence will be lost or damaged by allowing that access. This will require the permission of the property owner, in the event that the scene is not on public property.
- C. Members of the media will be allowed access to critical incident areas during an incident (i.e. - hostage situations, chemical spill, etc.) as long as their presence does not interfere with the operation or place any lives in danger. Additionally the media representative must pose no danger of evidence destruction or an escalation of the situation (such as themselves being taken hostage).
- D. At the scene of a major crime such as a hostage or barricaded situation, the officer in charge shall designate a primary press area as early as possible and as close to the scene as safety and operational requirements allow.
- E. Media access to and movement within fire lines shall be controlled by the fire officer in charge.
- F. In those instances where more than one agency is involved in an incident, the agency having primary jurisdiction will be responsible for releasing and/or coordinating the release of information to the news media.

23.1.5 Equal Access

- A. All information that is releasable to a media representative is releasable to all interested media representatives. Under no circumstances will department personnel give special preference to one (1) media representative to the exclusion of others. Unauthorized release of information to members of the media to gain favor, political influence, or personal gain is strictly prohibited.
- B. When any release or briefing is planned, the designated information officer will make every reasonable effort to contact all local media representatives.

23.1.6 Ride Alongs

- A. Members of the media will be allowed to ride up to eight (8) hours every six (6) months with a police officer who has completed his or her trial service period.
- B. During the ride along, members of the media will:
 1. Abide by all City of Sheridan and Sheridan Police Department policies regarding the use of safety equipment;

2. Abide by all federal and state laws pertaining to the release of information imposed on law enforcement obtained during the ride along;
 3. Abide by police department guidelines for the release of information if the release of the information will hinder an ongoing investigation;
 4. Abide by all legal directions given by police department personnel;
 5. Not enter private property without the permission of the owner;
 6. Identify themselves as members of the media if their identity is questioned;
 7. Notify the chief of police or designee if they desire to do a ride along for a specific story or research project and the purpose of the story or research; and
 8. Release to the police department any video recording, audio recording, or photographs if such material is needed as evidence. This material will be returned to its source when it is no longer needed as evidence.
- C. Permission for a media ride along must be approved by a member of the department with the rank of sergeant or above.
1. The rider must sign a waiver and release form prior to being allowed to ride.
 2. The department will conduct a check of local contacts, a local warrant check, and an N.C.I.C. warrant check prior to the ride along.
 - a. Grounds for excluding a rider may include a felony conviction or a current warrant for arrest.
 - b. Prior convictions or law enforcement contacts for minor criminal offenses (excluding traffic violations) and other criminal history information may affect eligibility and will be determined on a case by case basis by the patrol supervisor.
- D. During media ride alongs, members of the Sheridan Police Department will follow guidelines of this policy concerning the release of information. The shift supervisor will review this policy with the rider prior to the ride along.

23.1.7 General Information

- A. News releases concerning incidents involving agency policy, new department programs, or investigations of an internal nature will only be made by the chief of police or his or her designee. Any and all inquiries relating to internal investigations within the department and the status of such will be referred to the chief of police.
- B. Inquiries concerning departmental policies, procedures, practices or relationship with other criminal justice agencies will be referred to the chief of police. Similarly the chief will coordinate all responses to inquiries or release of information pertaining to department involvement with other public service agencies (i.e. - fire department, coroner, city attorney, etc.).
- C. Requests for information on incidents/investigations under the primary jurisdiction of another law enforcement agency will be referred to that agency. Members will not confirm, deny, or release any related information.
- D. Employees of the police department will not comment or give interviews on department or city operations, policies, procedures, or ongoing events connected with department or city operations, without prior approval from a bureau commander or the chief of police.
- E. As media personnel are not required to abide by departmental directives, employees who are confronted with media inquiries contrary to policy will politely decline to comment, and

- remain courteous with media representatives while directing the media person to the person authorized to release the information.
- F. Employees shall be courteous and professional in dealing with members of the news media. Difficulties in dealing with specific members of the media shall be referred to the employee's supervisor for resolution.
 - G. To achieve more effective working relationships between the department and media personnel, the department will involve media representatives in the development of significant changes in policies and procedures relating to the public information function. These reviews will be on an as-needed basis or following a policy revision.
 - H. The news media may photograph and report anything they observe when legally present at an emergency scene. Where publication of such coverage would interfere with an official investigation or place victims, suspects, or others in jeopardy, the withholding of publication is dependent upon a cooperative media, not on department censorship. Under such circumstances, officers should advise the news media or their superiors of the possible consequences of publication; however, officers may not interfere with media activities within the confines of the law.



Sheridan Police Department
Policies and Procedures
2.3 Replaces 101.5
Chapter 2 – Law Enforcement Role
Section 3 – Discretion & Diversion

Date: January 1, 2013
Updated: 08/27/2021

Signature:

Exercise of police discretion should be the product of sound enforcement policies, training and supervision. No single written directive could possibly cover all circumstances involving officer discretion. The use of police discretion involves the power to exercise judgment in the selection of a proper course of action consistent with department goals and objectives. This directive should be used as a guide for determining the proper course of action.

2.3.1 Situations Involving Discretion

Situations where officers are normally confronted with decisions that may require the use of discretion include:

- A. The method of enforcement of laws;
- B. The use of force; and
- C. Conflict and/or dispute resolution.

2.3.2 Use of Discretion

- A. Officers are vested with a broad range of discretion when deciding the appropriate action to be taken. Although every officer must enforce the law, an arrest may not be appropriate under all circumstances. Unless an arrest or other action is required by department directives, law, or orders of a superior officer, the officer's discretion to choose an appropriate course of action is explicitly recognized.
- B. A police officer will use the discretion vested in the position responsibly and exercise it in accordance with the law and departmental directives. The principle of reasonableness will guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any legal action will be taken. The principle requires that any restriction of individual freedom must be appropriate to the attainment of the governmental objectives to be achieved.
- C. Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public.
- D. All decisions must be tied to articulable reasons grounded in legal principles, professional judgment and fairness.
- E. Officers are accountable for their discretionary exercise of authority.
- F. It is the responsibility of supervisors to direct subordinates to perform their job duties within the parameters of established policies and procedures and to use proper judgment and discretion in situations not specifically covered in directives.

2.3.3 Factors Guiding Discretion

- A. In general, police officers, using sound professional judgment, may take the following factors into consideration when deciding whether or not to arrest a citizen:
 - 1. The seriousness and nature of the offense (generally, the more serious the offense, the more likely arrest is the preferred course of action; the use of discretion and alternatives to physical arrest will be sharply limited in felony situations.);
 - 2. The potential that arrest will effectively aid in the resolution of a conflict;
 - 3. The availability of legal alternatives to arrest that would adequately resolve the conflict or problem;
 - 4. The likelihood that the citizen will be deterred from future violations by warning and education;
 - 5. The officer's belief that the citizen made an honest mistake in violation of the law;
 - 6. The victim-witness's interest in prosecution;
 - 7. The likelihood of formal prosecution of the offense;
 - 8. Legitimate competing priorities for police resources;
 - 9. The officer's belief that the arrest will protect members of the community and/or the citizen.
- B. In order to guard against abuse of discretion, the following factors are among those that are improper for a police officer to consider in deciding whether or not to make an arrest:
 - 1. The citizen's economic status, race, ethnicity, gender, or other status for which the law prohibits legal discrimination;
 - 2. The revenue likely to be generated by fines or penalties imposed upon conviction;
 - 3. The personal or professional relationship that the citizen has with the police officer or with other influential citizens;
 - 4. The personal advantage to the officer for processing or avoiding processing of the arrest (e.g. overtime compensation, desire to finish tour of duty, avoidance of paperwork, etc.)
- C. The proper exercise of discretion does not relieve the investigating officer of the responsibility to conduct a thorough preliminary investigation of the event.

2.3.4 Diversion Programs and Social Service Referrals

- A. The department recognizes that diversion programs can be effective alternatives to the criminal justice process for some offenders and will support those efforts. Criteria for qualification in diversion programs include age, type of offense, and criminal history. Examples of situations that may be appropriate for diversion include:
 - 1. First time juvenile offenders;
 - 2. Mental illness; and
 - 3. Alcohol and drug abuse problems.
- B. In the course of performing their duties, officers often encounter people in need of help more appropriately provided by social service agencies. Members of the Sheridan Police Department will, when appropriate, make referrals to social service agencies. The department's role with regards to referrals to social service agencies is normally limited to non-criminal cases. Sheridan County social service agencies provide a wide range of services. A listing of services will be maintained in the dispatch center.



Sheridan Police Department
Policies and Procedures
24.3
Chapter 24 – Animal Control
Section 3 – Call for Service & Enforcement

Date: January 1, 2013
Revised: 03/23/2022

Signature:

A handwritten signature in blue ink, appearing to read "Tom Johnson".

The Sheridan Police Department is responsible for the enforcement of animal control laws in the City of Sheridan.

24.3.1 Calls for Service

- A. Community Service Officers (CSO) have primary responsibility for delivery of animal control services in Sheridan.
- B. Primary duties of animal control officers include, but are not limited to:
 - 1. Investigation and enforcement of animal nuisances;
 - 2. Apprehension, transportation and impoundment of stray animals;
 - 3. Investigation of animal neglect and cruelty cases;
 - 4. Investigation of animal bites;
 - 5. Removal of dead animals; and
 - 6. Public education on animal control issues.
- C. Communications personnel who receive requests for animal control services will document the incident in the CAD system for retrieval by animal control officers.
- D. Since CSO's are not on duty twenty-four (24) hours per day, communications personnel will convey to the caller when the call is expected to be handled. If the caller is not satisfied with a delay in service, communications personnel will forward the caller to the shift supervisor, who will take appropriate action. Animal calls may be assigned to patrol officers at any time.

24.3.2 Response to Calls for Service

- A. Animal Nuisances
 - 1. Animal nuisances (Sheridan City Ordinance Chapter 6 Animals and Fowl) include:
 - a. Excessive, continuous or untimely animal noise;
 - b. Molesting passersby;
 - c. Chasing motor vehicles or bicycles;
 - d. Attacking other animals; and
 - e. Trespassing upon public or private property.
 - 2. A CSO will respond to all nuisance complaints. If the complaint is justified, the officer should document the incident and take enforcement action with a warning, citation and/or impoundment if appropriate.
 - 3. CSO's may not seize or impound an animal located on the owner's property except as authorized by court order or exigent circumstances (24.3.2.D). This provision does not preclude the impoundment of an animal observed to be running at large when

residents of the property are not readily available and the likelihood exists that the animal is aggressive and poses a threat to public safety.

B. Animals at Large

1. CSO's will respond to reports of animals running at large. If the animal can be captured, it may be returned to the owner/custodian or transported to the shelter.
2. Animals that cannot be captured may be trailed home.
3. CSO's should not respond to wild animals running at large unless it has harmed or poses a serious threat to a domesticated animal, property or human life.
4. CSO's impounding animals shall follow impoundment procedures (see section 24.2.1) and complete any citations that are appropriate for the impounded animal's owner.

C. A CSO will respond to all complaints of abandoned, neglected, or abused animals. The officer should assess the scene and condition of the animal. If no one is home and the animal doesn't appear to be in imminent danger of death, the officer should leave a notice to comply in a prominent location requesting to be contacted as soon as possible. Examples of imminent danger of death may include, but are not limited to:

1. Lack of adequate shelter from the elements;
2. Lack of water;
3. Tethered in a fashion that puts the animal's life in danger due to strangulation; or
4. The animal is unresponsive or injured.

D. When an animal is in imminent danger of death, neglected or cruelly treated, Wyoming Statute 11-29-109 authorizes a peace officer to take charge of the animal.

E. In cases of animal bites the CSO will:

1. Assist the person bitten and direct the bitten person to get medical attention;
2. Attempt to locate the suspect animal and arrange quarantine (see section 24.4.2) or testing (see section 24.4.6); and
3. Complete follow-up and required paperwork and reports.

F. Dead Animals

1. CSO's shall pick up all dead animals within the city limits or make other arrangements for their removal and:
 - a. For pets, including cats and dogs:
 1. Place the animal in a bag in the shelter freezer.
 2. Fill out the shelter log.
 3. Shelter personnel will attempt contact with the owner.
 - b. For large wild animals and livestock:
 1. CSO's shall remove animal to a safe location and call city solid waste for removal.
 2. Brand inspectors will be contacted for the identification of the owners of livestock.
 - c. For smaller wild animals the CSO shall bag and dispose of at the city landfill.
 - d. The CSO will complete an incident report with all necessary documentation.
2. All dead animals that are put in the freezer will be bagged.
3. All dead animals on public roads within unincorporated Sheridan County should be referred to the appropriate agency responsible for maintenance. In other cases, animals are to be picked up by the owner if the owner is known.

G. Injured animals

1. CSO's encountering injured animals should make an attempt to locate the animal's owner. Animals with a non-life threatening injury may be transported to the shelter. Animals that have a life threatening or serious injury may be taken to a veterinary office.
2. Terminally sick or injured wild animals that are suffering may be destroyed after securing the scene and receiving proper authorization from a supervisor and/or the appropriate authority such as Wyoming Game and Fish.

H. Rabid Animals

1. Rabies is a deadly viral infection that is spread by warm blooded mammals. A person or animal can become infected by the introduction of saliva from an infected animal into bites or cuts in the skin or through contact of saliva with mucous membranes. Rabies occurs only in mammals and is locally most commonly diagnosed in skunks.
2. Signs of rabies vary widely. The animal usually exhibits some type of behavioral change and may be either aggressive and excitable or depressed and lethargic. The animal may become uncoordinated and unfocused on the activity or presence of humans nearby. Other signs may include:
 - a. Stands, then falls;
 - b. Repeatedly attempts to stand;
 - c. Walks in a circle or sways when walking;
 - d. Cannot stand and moves legs in a swimming motion;
 - e. Irritability;
 - f. Restlessness;
 - g. Seizures;
 - h. Has a drooping mouth and/or excessive saliva; and
 - i. Paralysis.
3. Disposable rubber gloves and eye protection shall be used when handling suspected rabid animals, using care not to come into contact with the animal's saliva.
4. Hands shall be washed with soap and water after handling the animal.
5. If unable to safely contain an animal believed to have rabies, a police officer may shoot the animal. If at all possible, the officer should avoid shooting the animal in the head or upper neck area. The brain stem is needed for testing to confirm rabies.

I. CSO employees shall continually provide education on animal control issues during formal and informal public contacts.

24.3.3 Violations of City Ordinance

A. Citations

1. If there is probable cause to believe a section of the Sheridan municipal code has been violated, an animal control officer may issue a citation to the owner of the violating animal.
2. Citations shall be processed in municipal court.
3. Citations are issued using the state citation form.
4. Citation forms are issued to officers from the Sheridan Police Department records division or may be issued through DigiTicket. Employees are accountable for the return of all citations checked out to them. Lost and voided citations will be reported as required in section 14.1.5.
5. Any time a citation is issued for a city animal violation, an incident report is required.

6. If a citation is to be issued because of an impound, a notation will be made at the shelter impound log book. Shelter personnel shall notify the Sheridan Police Department and an officer will respond to the shelter and issue the citation.
- B. Notice to comply
 1. A notice to comply shall be left in a prominent location when a community service officer responds to a complaint or observes a violation and cannot reach an owner.
 2. The nature of the concern shall be listed along with a request that the owner contact the community service officer within a specified time.
 3. If a response is not received within the timeframe set in the notice, follow-up contact shall be attempted.
- C. Community service officers do not have arrest powers and therefore they may not arrest individuals for violations.

24.3.4 Sworn Officer Responsibilities

- A. Assistance and Response to Animal Control Calls
 1. Sworn personnel will assist community service officers as requested when community service officers are dealing with volatile situations or persons.
 2. Police officers may be assigned to answer animal calls in the absence of a CSO. Sworn personnel will respond to any calls involving vicious animals, or other incidents determined to be serious enough to warrant an immediate response. The shift supervisor will determine the seriousness of the response. In cases that involve animal bites, officers will attempt to impound the animal. After the animal has been impounded the officer shall make the determination if home quarantine is appropriate.
 3. In general, police officers will not handle animal related nuisance calls; however, some incidents may require an immediate response. For example, a dog running at large on a school playground during a school day or special event, barking dog complaints, or incidents where an animal has been trapped and could perish if not transferred to the animal shelter. Also if the animal presents a health hazard to the public or if in the case of a predator, migratory bird or snake, the animal damage control officer is not available and an animal control officer is not working (see section 24.7.1).
- B. Destruction of Animals
 1. Officers will not destroy animals that are only deemed to be a nuisance. The killing of an animal is justified for self defense, to prevent substantial harm to the officer or others, when the animal is so sick or badly injured that humanity requires its relief from further suffering, or when the animal presents a health hazard. When possible, officers will get supervisory approval prior to destroying an animal. If available, the animal control officer should be notified to determine if the animal can be saved or should be destroyed in a safe manner.
 2. In those cases requiring an animal be killed, officers may destroy the animal using their service weapon. Officers should not use the rifle to destroy an animal, unless the size of the animal and the location would warrant the use of the weapon.
 3. After destroying an animal a use of force report will be documented in the department's current use of force recording system.

24.3.5 Equipment and Training

- A. All uniforms and equipment issued to CSO employees will be worn in a manner consistent with department policy (see section 17.1.4).
- B. CSO vehicles will be operated in a safe and responsible manner in compliance with city and department policy (see section 19.1.1).
- C. CSO's shall ensure animal control vehicles are properly equipped with supplies to perform their duties in a safe efficient manner.



Sheridan Police Department
Policies and Procedures
24.4
Chapter 24 – Animal Control
Section 4 – Animal Bites & Quarantines

Date: January 1, 2013
Reviewed: 03/23/2022

Signature:

A handwritten signature in blue ink, appearing to read "T. K. Miller".

The requirements for animal bites that occur within the City of Sheridan are established in City Ordinance Chapter 6 Animals and Fowl.

24.4.1 Animal Bites

- A. Any time an animal bites a person and breaks the skin the animal shall be quarantined (City Ordinance 6-7) or euthanized and submitted for testing. This includes family pets that bite.
- B. Quarantines can be conducted at:
 1. The animal control shelter;
 2. The owner's home under supervision with an agreement from the Community Service Officer and veterinarian.
- C. If an animal that bites and breaks the skin has current rabies vaccinations and the owner does not want the animal back, the owner will surrender the animal to the shelter.
- D. The incident will be documented in an incident case report.
- E. In every case of an animal bite, the Community Service Officer shall contact the state veterinarian.
- F. If an animal bites another animal, the CSO shall make a determination on whether quarantine is necessary giving consideration to the totality of the circumstances.

24.4.2 Quarantine Requirements

- A. If an animal that has bitten a person does not have a current rabies vaccination, it must be quarantined at the animal shelter or the owner's home, with an agreement from the CSO and veterinarian.
- B. The animal shall be isolated and monitored for ten (10) to fifteen (15) days
- C. If at the end of the ten (10) to fifteen (15) day quarantine the animal shows no symptoms of rabies it shall be released to the owner.
- D. The appropriate public health officials shall be notified of the animal's condition at the end of the quarantine.

24.4.3 Shelter Quarantines

- A. Rabies quarantined animals that become sick or injured in the shelter will be seen by a veterinarian at the shelter. If the veterinarian will not come to the shelter, other arrangements can be made. The owner of the animal is responsible for any costs incurred.
- B. The CSO on duty shall notify the victim of the quarantine results.
- C. A supplemental report shall be completed and turned into records.

24.4.4 Home Quarantine

- A. If an animal that has bitten a person has a current rabies vaccination and proof of vaccination is shown, the animal can be quarantined at its home and at the discretion of an animal control officer.
- B. In the case of puppies or kittens less than three (3) months of age, if the animal's mother has current rabies vaccination the puppy or kitten is protected up to three (3) months. Further information is available from public health or the animal control supervisor.
- C. Home quarantines will only be arranged by animal control employees.



Sheridan Police Department
Policies and Procedures
24.6
Chapter 24 – Animal Control
Section 6 – Equipment & Services

Date: January 1, 2013
Revised: 03/23/2022

Signature:

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The following equipment and services are available to the public.

24.6.1 Animal Traps

- A. Animal live traps are available for use to citizens of Sheridan.
- B. The CSO will initiate an incident report documenting the use of the animal trap.
 - 1. The citizen will be in charge of checking the trap twice daily.
 - 2. The citizen will notify the CSO when an animal is in the trap.
- C. Issued traps shall be logged on the monthly statistical summary.
- D. Citizens are given ten (10) working days to have use of the trap. After ten (10) days they can obtain an extension if the trap is being used and is still needed.
- E. A padlock & chain will be used to secure the trap if it is used in a high-risk theft area. A note shall be made on the case report indicating that a padlock and chain is with the trap.
- F. The CSO is responsible for the removal of the animal trap at the end of the ten day period.
- G. Traps can be removed by CSO's at any time.

24.6.2 Lost and Found Reports

- A. When a lost or found report is received, dispatch will make a CAD entry.
- B. As much information about the pet as possible should be obtained including:
 - 1. Type of animal;
 - 2. Breed;
 - 3. Color;
 - 4. Sex;
 - 5. Whether or not the animal is altered;
 - 6. A description of what the pet looks like,-not necessarily what breed it is.
 - 7. Name; and
 - 8. A description of any collar or tags worn.
- C. CSO's will check existing CAD for lost animal reports and determine if the animal is in the shelter.
- D. For lost animals, people should be encouraged to respond to the shelter any time the shelter holds an animal somewhat matching the description or when an animal was impounded from their area.
- E. For found animals, people should be encouraged to turn the animal into the shelter. If they do not want to turn it over, they should be encouraged to bring it to the shelter or allow for other arrangements so shelter staff can take a photograph of it.



Sheridan Police Department
Policies and Procedures
24.7
Chapter 24 – Animal control
Section 7 – Animal Damage Control

Date: January 1, 2013
Revised: 03/23/2022

Signature:

Animal damage control officers are available to deal with certain types of animals in the City. Animal damage control officers are contracted through the Sheridan County Predator Management District.

Definitions:

- Emergency - A predator, bat or snake that poses immediate danger to public safety (i.e. - a sick or injured predator, bat or snake trapped or captured in an occupied dwelling).
Predators - Coyotes, badgers, red foxes and raccoons.

24.7.1 Animal Damage Control

- A. The contracted animal damage control officers will deal with certain types of animals in the city. They can be used to handle rabies threats, predators, rattlesnakes and certain other animals (skunks, squirrels, bats, muskrats, beaver, and woodpeckers) causing damage or that are an immediate danger to public safety.
- B. Notification
 1. Name and contact information for animal damage control officers shall be kept on file in the police department communications center and at the dog and cat shelter.
 2. Animal damage control officer's business hours are Monday through Friday from 0800 to 1700 hours.
 3. After business hours, animal damage control officers may only be called out for emergencies.
 4. When a City of Sheridan animal control officer is working, all animal calls that could be handled by animal damage control officers should first be assigned to the animal control officer. The city officer will make the determination whether or not to notify an animal damage control officer.
 5. When no animal control officer is on duty the dispatcher or a supervisor will determine if the situation needs immediate attention. In the case of emergencies, the dispatcher will call out the animal damage control officer. In other cases, the dispatcher will leave notification of the problem for city animal control officers.
 6. If an emergency exists after hours and the animal damage control officer cannot be reached, a city animal control officer should be called.
- C. Animal damage control officers will help handle and prepare animals for rabies testing.
 1. If there is human contact the animal will be tested for rabies.
 2. If a domestic animal is exposed and the owner wants the animal tested, it will be at the owner's expense.

3. If a deceased animal (suspected of having rabies) needs to be tested, the decision to do so will rest with the director of public health and the animal damage control officer.



Sheridan Police Department
Policies and Procedures
25.1
Chapter 25 – Victim Services
Section 1 – Victim Bill of Rights

Date: January 1, 2013
Revised: 06/17/2022

Signature:

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Wyoming Statute 1-40-203, The Wyoming Victim and Witness Bill of Rights, recognizes the needs and rights of crime victims and witnesses.

Definitions

- Victim - An individual who has suffered direct or threatened physical, emotional or financial harm as the result of the commission of a criminal act, or a family member of a victim who is a minor, or an incompetent, or a surviving family member of a homicide victim.
- Witness - A person who is likely to testify in a criminal proceeding.
- Key Witness - Any witness identified in writing by the prosecution as being entitled to the rights provided by Wyoming Statutes 1-40-201 through 1-40-210.

25.1.1 Wyoming Crime Victim Bill of Rights

Wyoming Crime Victim Bill of Rights

- The right to be treated with compassion, respect, and sensitivity within the criminal justice system;
- The right to know the whereabouts of the offender and the current status of the case;
- The right to receive restitution from offenders;
- The right to know all rights under the law, including information about services and victims assistance;
- The right to know about victim compensation;
- The right to reasonable protection and safety and the right to know of legal recourse if threatened;
- The right to prompt return of property;
- The right to preservation of employment while participating in the criminal justice process;

The right to be informed about the opportunity to make a victim impact statement at sentencing and parole hearings; and

The right to be present at trial.

25.1.2 General Information

- A. All victims and witnesses of crime shall be treated with as much compassion, respect, sensitivity and fairness as possible.
- B. All victims and witnesses of crime shall be provided the services specified in the victims bill of rights.
- C. Department employees are often in a unique position to provide assistance to victims and witnesses of crime and other traumatic incidents that may have both immediate and long-term impact on their well being and ability to recover from the incident. Therefore, department employees shall provide assistance and referral services to speed physical and emotional recovery, and to support and aid victims and witnesses as they interact with the criminal justice system.
- D. Victim and witness cooperation is often crucial to holding criminals accountable for their actions. The manner in which victims are treated not only affects their well being and ability to recover from the crime but can determine their willingness to assist in prosecution of the offender.
- E. It is imperative that officers collect current contact information for victims and witnesses, and update department name files with the most up to date information.

25.1.3 Required Notification

- A. Police officers are required by Wyoming Statute 1-40-204 to inform victims, without undue delay, of the following rights:
 - 1. The rights enumerated in this act (1-40-204)
 - 2. The right to be informed of the status of the case from the initial police investigation to the final appellate review;
 - 3. The fact that financial assistance or other social service options may be available to the victim;
 - 4. The existence of the Crime Victims Compensation Act and that compensation may be available to the victim;
 - 5. The right to have an interpreter or translator to inform the victim of these rights;
 - 6. The name and official telephone number of the primary law enforcement officer assigned to investigate the case together with the official address and telephone number of the criminal justice agency investigating the case;
 - 7. The right to seek legal counsel and to employ an attorney.
- B. The department provides Victims of Crime Rights Forms (also known as Advocacy and Resource Center referral forms) for employees to give to victims.

25.1.4 Other Law Enforcement Responsibilities

- A. To work with the prosecuting attorney's office to expedite the return of property when it is no longer needed; W.S. 1-40-208.

- B. To assist a victim or witness upon his or her request, in informing an employer that the need for victim or witness cooperation may necessitate the absence of the victim or witness from work; W.S. 1-40-209.
- C. To assist a victim or witness, who as a direct result of a criminal act or of cooperation with law enforcement, experiences financial hardship, in explaining to creditors the reasons for that financial hardship.
- D. During follow-up investigations a department employee will:
 - 1. Re-contact the victim/witness periodically to determine whether needs are being met, if the impact of the crime on a victim/witness has been unusually severe and has triggered above-average need for victim/witness assistance;
 - 2. Schedule interviews at the convenience of the victim/witness, if feasible.
- E. As provided in Wyoming Statute 1-40-205, the department will provide protection from threats of harassment, intimidation, or retribution.
 - 1. The department will provide appropriate assistance to victims or witnesses who have been threatened or who express a specific, credible reason for fearing intimidation or further victimization. Appropriate assistance will be determined by the nature of the case, the danger faced by the victim/witness, and by the resources available to the department. Such assistance may include, but is not limited to:
 - a. Directing more frequent patrols to the victim's/witness's neighborhood and home;
 - b. Recommending a victim to take up temporary residence at a relative's home, domestic violence shelter, or at a hotel until court proceedings and/or an arrest can be made;
 - c. Locating officers outside the residence of the victim/witness; or
 - d. Providing a police escort and/or ensuring that the victim/witness has safe transportation to court and other phases of the criminal justice process when there is the potential for the victim/witness to come into contact with the perpetrator.
 - 2. If the department becomes aware of potential danger to a victim or witness, they will notify the victim or witness of the danger and may provide assistance, if requested.
 - 3. If the department becomes aware of potential danger to a victim or witness in another jurisdiction, the department will notify a law enforcement agency in that jurisdiction and request the appropriate notification and assistance.
- F. Officers should notify victims when an arrest is made. Further communications regarding the status of the case and defendant should be done through the Advocacy and Resource Center and the prosecutor's office.



Sheridan Police Department
Policies and Procedures
26.1
Chapter 26 – Facilities & Security
Section 1 – Police Department Access

Date: January 1, 2013
Reviewed: 5/13/2022

Signature:

Access to the police department is limited due to the sensitive nature of the work conducted and the records stored.

26.1.1 Employee Access

- A. All doors which enter the secured portion of the police department will remain locked at all times.
- B. Entry into police department facilities is controlled by keys or key cards/fobs. Employees will be issued either a photo identification key card or a fob, which allow access through specific doors. Access levels for specific doors within city facilities may be adjusted according to an employee's assignment.
- C. Key cards/fobs shall be issued and tracked by the Evidence Technician in the Administrative division.
- D. All personnel entering into the department are responsible to ensure they do not allow entrance to anyone they cannot positively identify. Special care must be taken to prevent unauthorized persons from following them into secured portions of the building.
- E. It is the responsibility of every employee entering the department to ensure that the door securely closes behind them.
- F. All personnel not in uniform will wear their photo identification key card while in the police department. It will be displayed so that it is visible from the front, at all times.

26.1.2 Non Department Employee Access

- A. Visitor access to the department will be restricted. A visitor is any non-department employee.
- B. City employees including custodial and information technology staff whose assignment involves maintaining department facilities or equipment have access through their employee ID key cards/fobs.
- C. During normal working hours it will be the responsibility of records division personnel admitting visitors to establish proper identification, determine the official need for entry, and/or make notification to the person being visited.
- D. Records personnel will determine if the visitor will be escorted or unescorted, depending on the purpose of the visit. For example:
 1. Persons who come to the department to meet with a police officer or detective for purposes of a criminal investigation will be escorted into and from the secured portion of the building by a member of the department.

2. Authorized maintenance personnel or vendors working in the building may be escorted or unescorted depending on the location and nature of the work. On duty supervisors may assist in this determination.
 3. Law enforcement officers visiting from another agency may be directed to the person they are visiting or escorted depending on their familiarity with the department layout.
- E. All employees are responsible for ensuring security of the department. Non-sworn personnel that observe strangers (that they do not feel comfortable approaching) should find a sworn officer or supervisor and advise them of the situation. Sworn officers who observe (or are advised by non-sworn personnel of someone whose identity or purpose is unknown, will make inquiries into the person's identity and authorization to be in the building. These encounters will be handled courteously and professionally.

26.1.3 After Hour Lobby Access

- A. After normal business hours, access through the public entrance to the lobby will be monitored and controlled by communications personnel.
- B. Communications personnel will observe and identify any person at the locked entrance before allowing access.



Sheridan Police Department
Policies and Procedures
26.2 Replaces 304.4 appendix A
Chapter 26 – Facilities & Security
Section 2 – Outdoor Training Facility

Date: January 1, 2013
Revised: 05/13/2022

Signature:

The outdoor training facility is available to members of the Sheridan Police Department and other local law enforcement agencies, and authorized personnel for firearm practice, training, qualifications and other approved training exercises.

Definitions

- Authorized Department Personnel - Law enforcement personnel having completed the firearms portion of the Wyoming Law Enforcement Academy authorized retired Sheridan Police Department sworn officers and agency members in training when accompanied by a field training officer or firearms instructor for training purposes.
- Other Authorized People - Individuals other than department personnel, such as family members, when accompanied by a sworn employee qualified to carry a firearm.
- Range Officer - Any firearms instructor or person assigned responsibility for a particular training session.

26.2.1 Facility Information

- A. The Outdoor Training Facility is an area designated for training and for the discharge of firearms located on Soldier Creek Rd.
- B. The facility consists of multiple firing ranges and storage.
- C. The City of Sheridan owns the property and the Sheridan Police Department has primary responsibility for the facility.
- D. General supervision including procedural concerns will be addressed by the Sheridan Police Department patrol operations lieutenant..

26.2.2 Facility Use

- A. The number of individual keys to the range shall be limited by the chief of police.
 1. The chief of police may authorize certain individuals to retain individual keys.
 2. Keys to the range shall be retained and monitored by the evidence technician.
- B. Individual officers wishing to use the facility shall obtain the gate key from the squad area key box.
 1. Any department's training will take precedence over individual use. Sheridan Police Department officers utilizing the range while off duty will take precedence over other individuals using the range off duty.

2. Department employees who take other authorized people with them to the facility are responsible for their safety and behavior.
- C. Outside law enforcement agencies are allowed to use the range if there is not conflict with Sheridan Police Department personnel using the range.
- D. Ear and eye protection will be required whenever firearms are used at the facility. Appropriate safety equipment will be used during any activity at the facility.
- E. Anyone using the facility is to use only those weapons designated for the given range (i.e. - the rifle will only be fired on the rifle range). Shooting shall be only at approved targets, placed in approved positions. Shooting outside of the designated range, or at anything other than approved targets in proper position, to include wild life, is strictly prohibited.
- F. All shooters will follow basic firearms safety as taught by Wyoming Law Enforcement Academy and department instructors. Safety procedures are to be strictly adhered to at all times. Anyone determined to be violating safety rules is subject to immediate removal from the facility. Any safety rules violations should be reported to the range officer or a supervisor.
- G. After using the facility, user(s) are to clean up any trash and dispose of it in the receptacles provided.
- H. Anyone suffering injuries at the outdoor training facility shall report such injuries at the time that the key is surrendered and request that the Sheridan Police Department dispatcher log the incident. Additionally, members of the Sheridan Police Department will follow reporting requirements in section 7.1.2. If first aid supplies are expended from the kit at the range, notification to a facility supervisor is to be done as soon as possible so that the item(s) may be replenished.
- I. All users need to be aware that livestock may travel into the area from the surrounding pasture. If any livestock is on the grounds of the facility, use caution, and slowly move them out of the area, and away from any possible exposure to harm from training activities. Also due to the possible presence of livestock, extreme care should be taken to ensure that the entrance gate is always closed upon leaving the area. Any user who discovers any condition that is of concern should immediately bring that condition to the attention of a facility supervisor.
- J. Members of the Sheridan Police Department and other approved agencies must ensure that they adhere to this policy as well as to the guidelines set forth. Every member of the Sheridan Police Department and other approved agencies must ensure that they assist in the care and maintenance of the facility in order to gain the maximum benefit out of the use of this facility.



Sheridan Police Department
Policies and Procedures
26.3 Replaces 401.1
Chapter 26 – Facilities & Security
Section 3 – Interviewing & Processing

Date: January 1, 2013
Revised: 05/13/2022

Signature:

Police officers often need to interview, process or test persons before they are incarcerated. At times it may be necessary or beneficial to interview or process arrestees at the Sheridan Police Department before taking them to the detention center.

26.3.1 Interviewing and Processing

- A. Prisoners will not be taken to, held, or housed at the police department except for the purpose of interviewing and/or processing.
- B. Prisoner custody is solely the responsibility of the arresting or transporting officer. Officers may delegate custody responsibility to other sworn officers, but not to a civilian.
- C. Officers charged with the custody of prisoners at the police department will:
 - 1. Maintain constant supervision and control of prisoners to prevent escape and/or injury to themselves, injury to others, or damage to property. Prevention techniques include:
 - a. Thorough searches;
 - b. Monitoring; and
 - c. Proper prisoner handling.
 - 2. Keep all prisoners handcuffed unless performing a necessary procedure such as a chemical breath test, alcohol/drug evaluation, having the prisoner demonstrate actions taken, sign paperwork, or toilet use by the prisoner after which the handcuffs will be reapplied. No prisoner will be un-handcuffed unless there are at least two officers present, or there is an employee monitoring from a remote observation site.
- D. Interviewing
 - 1. Officers in a designated interview room or any room temporarily used as an interview room shall be equipped with a portable radio or other communication device to summon assistance when necessary.
 - 2. Weapons may be maintained in approved holsters while in the interview room.
 - 3. Security cameras when available will be activated when the room is occupied.
 - 4. No visitors will be permitted with a subject, with the exception of the subject's attorney or in the case of a juvenile, his or her legal guardian(s).
- E. It may become necessary to use a room, space or area to separate persons being questioned or under arrest. In the event that prisoners are temporarily detained, the arresting officer will ensure that:
 - 1. The room, space, or area in which a prisoner is temporarily detained is searched for damage, weapons, contraband, or other unauthorized material. In addition, the room should be checked when the prisoner leaves.

2. A sworn officer will remain with, or in close proximity to, the prisoner;
3. Prisoners are given necessary access to water and toilet facilities.
 - a. When prisoners must use a toilet facility, officers will search the facility thoroughly looking for weapons, objects adaptable for use as weapons, and other contraband that prisoners could use to aid in escape or to injure themselves, officers, or others.
 - b. Officers who are the same gender of prisoners may escort prisoners inside toilet facilities, at the officer's discretion.
 - c. Officers who are the opposite gender of prisoners will remain outside the toilet facility while being used by prisoners, except when continuous visual observation of the prisoner is necessary because there is reason to believe that the prisoner may cause self-injury, injury to others, or attempt escape.
 - d. The officer shall search the restroom after use.
4. The separation of males, females and juveniles who are under arrest shall be accomplished by use of separate rooms, space or areas.



Sheridan Police Department
Policies and Procedures
26.4
Chapter 26 – Facilities & Security
Section 4 – Police Department/City Hall Alarms

Date: January 1, 2013
Revised: 05/13/2022

Signature:

The Sheridan Police Department is equipped with fire alarms.

26.4.1 Fire Alarm System

The Police Department building is designed with two separate fire detection systems. They are:

- A. Pull Box System: Pull boxes are located in a number of hallways throughout the building. They can be used by personnel to activate an alarm in the event of a fire or other emergency situation.
- B. Sprinkler System: Sprinklers are mounted in the ceilings of the basement and the first floor of the Police Department. The sprinkler system will be activated on its own through the use of heat sensor devices, which are also mounted in the ceiling. There is no way to deactivate the sprinkler system in the police department, unless the fire department responds to the scene.

26.4.2 Alarm Response

- A. When a city hall or other city facility alarm is activated, the communications operator will obtain as much information about the nature of the alarm as is possible and dispatch an officer. If the alarm is for the police department, the communications operator shall notify the shift supervisor. If the communications operator suspects that there is a fire in the immediate area, the communications operator will leave the building with a portable radio and notify the supervisor and sheriff's department. If no signs of a fire are present in the immediate area of the communications center, the communications operator may remain until he or she receives further information from the supervisor who shall respond to the dispatch area and verify that it is safe for the communications operator to remain.
- B. After Sheridan police department business hours, the shift supervisor is responsible for resetting alarms that occur. After the shift supervisor arrives at the police department and checks the safety of the communications operator, the following steps will be taken to investigate the source of the alarm:
 1. Once located, deactivate the alarm.
 2. Additional directions to the alarm box are mounted inside the alarm box. They will be followed by supervisors when operating the alarm system.
 3. Investigate the source of the alarm for any evidence of an emergency. Master keys for police department doors are located in the patrol area key box. If unable to access the area, contact the designated supervisor for access.
 4. If any evidence of an emergency is found, the supervisor will contact the appropriate people or organizations with the information.

5. If no evidence of an emergency is found, the supervisor will complete a memo to the operations supervisor stating which alarm was activated and the circumstances surrounding it.
6. If an emergency is found, the supervisor will make an incident report of the information and notify the operations supervisor of the incident.

26.4.3 Panic Alarms

- A. Panic buttons have been installed in several locations throughout city hall and other city buildings.
- B. These buttons allow employees to summon emergency help when necessary.
- C. Panic alarms are monitored in the communications center.
- D. When a panic alarm is activated, communications personnel will dispatch officers to respond to the area from which the alarm originated.

26.4.4 Training and Familiarization

- A. Every year the administrative services member, or designee, shall provide patrol sergeants training to:
 1. Familiarize them with any alarms in the building.
 2. Train them on protocols when alarms go off to include resetting them.
 3. Training and familiarization with any other building or systems maintenance protocols they should be familiar with.



Sheridan Police Department
Policies and Procedures
26.5
Chapter 26 – Facilities & Security
Section 5 – Restricted Access

Date: January 1, 2013
Revised: 05/13/2022

Signature:

Access to certain portions of the police department is restricted to improve functionality and increase accountability.

26.5.1 Restricted Access

- A. Employee access to certain areas of department facilities is controlled or restricted to those assigned to, or having official business there. These areas include:
 1. Communications center;
 2. Communications equipment room;
 3. Records division;
 4. Property and uniform rooms;
 5. Evidence rooms;
 6. Armory; and
 7. Tactical team locker.
- B. Communication Center
 1. The Sheridan Police Department Communication Center is a professionally maintained facility with a high degree of responsibility to the officers and the public it serves.
 2. The department recognizes that certain activities will require the presence of employees other than communication operators to be present in the communication center. When job responsibilities require their presence in the center:
 - a. Employees need to be aware of the importance of the communication center and the need for business to be conducted in a professional manner.
 - b. Employees need to ensure they do not create a disruption that creates a liability to the department.
 3. Supervisors will monitor the presence of personnel within the communication center to ensure their presence is necessary and not disruptive.
- C. Communications Equipment Room
 1. Access to the communications equipment room is restricted to department employees, custodial staff and vendors as needed. Vendor and maintenance access must be granted by the patrol operations lieutenant or designee.
- D. Records Division
 1. It is the policy of the police department to restrict access to records files to ensure their security. Access to records files is limited to personnel assigned to the division, supervisors, and to persons specifically authorized by the chief of police.

2. Records division personnel are available weekdays between the hours of 0800 and 1700 to assist officers and citizens with requests for records. During the hours the records division is staffed, only records division employees are authorized to obtain documents from records.
- E. Access to the property room and uniform storage room is controlled by the police property manager.
- F. Authorization for access to evidence is established in section 12.1.3.
- G. Armory access is limited to firearms staff, chemical agent instructors and K9 Handlers.
- H. All employees are responsible for the security of their assigned work areas and for locking doors to those areas as necessary.
 1. Officers shall not place weapons, or permit weapons to remain unattended, in their assigned work areas or other public areas of the department.
 2. Supervisory and command officers shall be responsible for the proper condition and maintenance of facilities assigned to their control.

26.5.2 Off-Site Communications Equipment

- A. Employees will be attentive to department communication sites and equipment.
- B. Employees will investigate apparent unauthorized entry, access, or tampering and take appropriate action to safeguard department communication equipment.

26.5.3 Emergency Access

- A. The patrol area KeyPer box has master keys for the department and some other city facilities.
- B. Following emergency situations in which the key is used, the user shall submit a memo to his or her bureau commander explaining the use.
- C. The bureau commander shall be responsible for re-securing the key.



Sheridan Police Department
Policies and Procedures
27.1
Chapter 27 – Fiscal Management
Section 1 – Budgeting

Date: January 1, 2013
Reviewed: 06/17/2022

Signature:

A handwritten signature in blue ink that reads "Tom Kuhn".

Budgeting is a planning process in which the department plans for maximum use of available resources and looks for the most cost effective ways to accomplish the department's mission.

27.1.1 Budget Responsibility

- A. The City of Sheridan maintains a centralized fiscal system in which the Mayor is ultimately accountable for the city's budget.
- B. The Chief of Police is responsible to the Mayor for the department's budget and to ensure the integrity and reliability of the department's fiscal matters.
- C. The Chief of Police prepares, submits for approval, and administers the department's budget with assistance from staff.

27.1.2 Budget Preparation

- A. The police department's budget will be prepared and presented to the city council each year in accordance with the schedule established by the Mayor and finance department.
- B. Bureau commanders should seek input from members of their command as to budget requests for the following year.
 - 1. Requests must be specific and must be justifiable.
 - 2. Budget requests shall relate to the unit's function and will be consistent with that unit's stated goals and objectives.
 - 3. Each budget request will include a detailed justification, including all anticipated costs (purchase costs, support and maintenance) and benefits.
- C. Every department employee is encouraged to participate in the budget process by analyzing his or her duties for more cost effective methods of performing them and submitting suggestions for improvement to the chief of police through the chain of command.
- D. Budget preparation shall include identifying sources of funding such as grants to supplement available city funds.



Sheridan Police Department
Policies and Procedures
27.2
Chapter 27 – Fiscal Management
Section 2 – Purchasing

Date: January 1, 2013
Revised: 06/17/2022

Signature:

27.2.1 Purchasing

- A. All departmental purchases by Sheridan Police Department employees shall be made in compliance with City of Sheridan procedures. .
- B. All department purchases shall be made by purchase order or credit card.
- C. Employees shall not knowingly and intentionally incur any departmental expense or liability without the approval of a supervisor, except when necessary under emergency conditions in which case an explanation must be forwarded, in writing, to the chief of police through the chain of command.
- D. Employees will not make personal purchases using department assets, or charge personal purchases to the Sheridan Police Department.
- E. All bidding procedures, criteria for the selection of vendors and bidders, and specifications for items requiring standardized purchase will be in accordance with the City of Sheridan procedures.
- F. Situations may occur which require an emergency purchase or rental agreement of certain items. An example of this could occur at a major incident or disaster.
 - 1. Emergency purchases or rental agreements will be curtailed as much as possible by anticipating needs in time for the use of regular purchasing procedures.
 - 2. Emergency purchases will only be made when the response of the department to an emergency incident would be hampered by submitting a requisition in the usual manner to such an extent it may affect the life, health or convenience of citizens.
 - 3. Any emergency appropriations or fund transfers are subject to approval by the chief of police and Mayor.
- G. When an employee makes a purchase in Wyoming the employee will ensure that the business knows it is for a Wyoming tax exempt organization so no tax will be added to the purchase.



Sheridan Police Department
Policies and Procedures
27.3
Chapter 27 – Fiscal Management
Section 3 – Accounting

Date: January 1, 2013
Revised: 06/17/2022

Signature:

As the police department is a component of the larger city organization, accounting practices and procedures shall be consistent with those of the city. The Sheridan Police Department will maintain stringent control over all funds used by the agency and ensure that the funds are used only for authorized purposes.

27.3.1 Accounting

- A. Once the city council reviews, approves, and adopts its final annual budget, the finance department forwards a complete budget manual to each department. This budget reflects the amount of monies allocated to the department.
- B. The city's finance department oversees all revenues and expenditures for each department in the city.
- C. The city uses an automated requisition system (Harris) for the accounting and disbursement of budgeted funds. The system permits continuous monitoring of all activities in department accounts.

27.3.2 Confidential Fund Purpose

- A. The department shall maintain a confidential fund that provides officers with investigative expense money.
- B. The special operations lieutenant shall be the confidential fund custodian and shall have the following responsibilities with respect to the agency's confidential fund:
 1. Maintenance of the fund in accordance with laws and procedures;
 2. Security of cash funds;
 3. Maintaining cash balances sufficient to facilitate transactions;
 4. Proper disbursements, deposits, and bookkeeping;
 5. Direction of a quarterly internal audit of the fund;
 6. Maintenance of a file containing copies of all relevant fund transaction documents; and
 7. Purging of the confidential fund records in accordance with state records retention provisions.
- C. An annual audit of the confidential fund shall be performed by an independent accounting authority from outside the department such as the City of Sheridan Finance Department in order to evaluate the continued integrity of the fund, and the need for any additional controls.

27.3.3 Confidential Fund Expenditures and Accounting

- A. The confidential fund custodian shall make disbursements from the confidential fund only to authorized personnel for the following purposes:

1. Payments that are to be made directly to confidential informants;
 2. Investigative funds for the purchase of illegal drugs, contraband and other criminal evidence;
 3. Purchases of food and beverages for a confidential informant;
 4. Expenditures for authorized undercover operations; and
 5. "Flash" and "front" money.
- B. Prior to the issuance of any money from the confidential fund, an officer shall justify the need and identify the recipient of the money to the confidential fund custodian.
- C. Each officer receiving money shall initial the withdrawal record.
- D. In the event that money is paid to a confidential informant, that informant shall sign a receipt.
- E. For all funds expended, the officer issuing payment shall ensure that an appropriate receipt is obtained, unless such an action would jeopardize a transaction or operation.
- F. All unexpended funds shall be returned to the confidential fund custodian by the officer as soon as practical. The fund custodian and the officer returning the funds shall document that such funds were re-deposited as unexpended.
- G. All officers spending confidential fund monies shall prepare a written expense report accounting for all monies withdrawn from the fund, as soon as practical. The report should include:
 1. Items or informant control number on which the monies were expended;
 2. Date and place of the expenditure;
 3. Copies of receipts;
 4. Type of investigation; and
 5. Case number, where applicable.
- H. The written expense report with all supporting documents and receipts shall be submitted to the Chief or Patrol Bureau Commander for review and approval.
- I. The confidential fund custodian shall not be permitted to make disbursements from the confidential fund to himself or herself.
- J. Confidential fund transaction records shall be stored in a secured location, and access shall be restricted.

27.3.4 Other Cash Funds

- A. The records divisions is authorized to collect fees from the public for certain services (report copying, records checks)
- B. Funds maintained by the department in which personnel are permitted to receive cash will be tracked and monitored by those individuals who are assigned responsibility for the funds, supervisors, and the city finance department.
- C. A record of transactions is maintained by records staff. Reports can be provided upon request that show dates, items, credits and balances on the funds.
- D. All customer transactions will be issued a receipt.

27.3.5 Bonds

- A. Police department staff shall accept bond for charges through the City of Sheridan Municipal Court after court hours. This bond must be cash.
- B. The staff shall complete a receipt for the person posting the bond and write the receipt number on the bond envelope.

- C. The staff shall place the money in a bond envelope, seal the envelope, complete the information requested and then insert the envelope in the locked bond box in the communications center.
- D. Staff accepting bonds will notify records that a bond has been accepted. The administrative services members will empty the locked box and send the bond to municipal court in routing.



Sheridan Police Department
Policies and Procedures
27.4
Chapter 27 – Fiscal Management
Section 4 – Agency Property

Date: January 1, 2013
Revised: 06/17/2022

Signature:

A handwritten signature in blue ink, appearing to read "M. Johnson".

The department will be a good steward of property entrusted to it by Sheridan citizens.

27.4.1 Inventory

- A. In accordance with City of Sheridan procedure, all department fixed assets are recorded, tagged (when feasible), and tracked by the finance department.
- B. In addition, regardless of the value of individual items, the following equipment and supplies are recorded and/or tracked:
 - 1. Phones, by the city treasurer division;
 - 2. Ammunition, by the firearms coordinator;
 - 3. Computers, by the information technology division;
 - 4. Vehicles, by the department staff;
 - 5. And the following, by the department property manager:
 - a. Portable radios;
 - b. Vehicle radios;
 - c. Video systems;
 - d. Pistols;
 - e. Rifles;
 - f. Less lethal kits;
 - g. Chemical munitions;
 - h. Simunitions;
 - i. Tasers;
 - j. Digital recorders;
 - k. Cameras;
 - l. Spike strips;
 - m. Automated external defibrillators;
 - n. Portable breath testing devices;
 - o. Body armor for temporary issue; and,
 - p. Tactical vests.
- C. When applicable, serial numbers are included in the record.

27.4.2 Property Management

- A. The police property manager has general responsibility for the department's property management function, to include stocking and issuance of most agency-owned property to authorized users.

- B. The police property manager is responsible for maintaining an accurate inventory of agency owned equipment. The inventory will be updated as items are purchased, replaced, or issued.
- C. The police property manager will carefully examine all returned equipment to determine its reissue condition.
 - 1. Property which is presentable and in good working order should be reissued; and
 - 2. Property which cannot be reissued is subject to disposal.
- D. On initial hire, an equipment list form is completed showing all items that have been issued to the employee.
- E. Department members to whom department property is issued or assigned will be responsible for maintaining the property in a clean, neat, and fully operational condition. See section 17.5.1 for more detail.



Sheridan Police Department
Policies and Procedures
27.5
Chapter 27 – Fiscal Management
Section 5 – Municipal Bond Collections

Date: June 7, 2022

Signature:

At certain times individuals arrested on municipal violations may be eligible to post bond and be released from incarceration. If this occurs during regular business hours Customer Service personnel at City Hall will take the bond. If it occurs outside of normal business hours a communications technician will handle the transaction.

27.1.1 If a citizen shows up to bond an inmate out from the jail:

- A. The detention center will be contacted and asked what charges the inmate is being held on, and find out exact bond amounts for municipal charges.
- B. If the inmate is being held on additional charges other than the municipal charge, the citizen will be told that they are free to pay the bond for the municipal charge but that they will have to make separate arrangements with the Sheriff's Office regarding the other charges.
- C. If the citizen wishes to post the bond, the SPD personnel will only accept cash (no checks, cards, etc...), in the exact amount required. SPD personnel will not make change, or accept extra money.
- D. Always explain to the citizen that they may or may not be getting their money back. If the inmate violates the bond conditions the money will be forfeited and not returned. If the judge orders the money to go toward fines it will not be returned. If the inmate has been arrested on a failure to pay bench warrant, the money will not be returned - it will be used for the inmate's fines.
- E. Fill out a receipt, and give it to the citizen. Make sure you get the person's name, address, phone number, the inmate's name, amount of bond, date, and violation. Give the white copy of the receipt to the person posting the bond and ask them to not lose the receipt. If a bond refund has been ordered by the judge, a check will be mailed and addressed to the individual listed on the receipt.
- F. Place the money and a copy of the receipt in an envelope, seal it, and leave the yellow copy of the receipt in the receipt book. Put the envelope in the locked bond box in dispatch. On the envelope, indicate the defendant's name and amount enclosed.
- G. Call the jail to let them know the bond has been posted. Tell the person posting the bond to go to the Sheriff's Office to pick the inmate up. All inmates are released through the Sheriff's Officer front door.

27.1.2 If an inmate is held on municipal charges and wishes to bond themselves out:

- A. They will have provided their cash to the detention center.
- B. The detention center will issue a check from the County, to the City of Sheridan.
- C. A detention officer will give the check to the police department personnel.

- D. Fill out a receipt, and give it to the detention officer, requesting they give it to the inmate. Give the white copy of the receipt to the person posting the bond and ask them to not lose the receipt. If a bond refund has been ordered by the judge, a check will be mailed and addressed to the individual listed on the receipt.
- E. Place the money and a copy of the receipt in an envelope, seal it, and leave the yellow copy of the receipt in the receipt book. Put the envelope in the locked bond box in dispatch. On the envelope, indicate the defendant's name and amount enclosed.
- F. Call the jail to let them know the bond has been posted. Tell the person posting the bond to go to the Sheriff's Office to pick the inmate up. All inmates are released through the Sheriff's Officer front door.

27.1.3 Notification and Transfer of Funds

- A. After the transaction is complete an email is sent to the city customer service department notifying them of what funds were collected and for what charge.
- B. When communication technicians handle the transaction they will also send an email to pd records personnel informing them of the money that needs retrieved from the box and forwarded down to Municipal Court.
- C. The evidence technician, or records personnel will transfer the funds to municipal court. Once the envelope is retrieved from the locked box in communications, the envelope is put directly into a locking money bag to be delivered to customer service. The locking money bag is not opened until it is delivered and opened by customer service.



Sheridan Police Department
Policies and Procedures
28.10
Chapter 28 – Call Response
Section 10 – Liquor License Enforcement

Date: January 1, 2013
Revised: 06/17/2022

Signature:

A handwritten signature in blue ink, appearing to read "Michael K. Johnson".

The Sheridan Police Department will conduct investigations of potential violations at liquor establishments licensed by the City of Sheridan with the ultimate goal of reducing problems affecting public safety and the welfare of the community.

28.10.1 Licensing

- A. The Sheridan Police Department will work in conjunction with the Sheridan City Clerk on all liquor license applications including initial applications and applications for transfer or renewal.
- B. When requested, employees of the police department shall assist the clerk by checking for previous liquor license violations by the applicant.
- C. If requested, officers will conduct a civil standby when the clerk posts the notice of application on the business.
- D. Officers will remain vigilant during application and renewal periods to ensure the required notice is appropriately displayed on the business.

28.10.2 Inspections

- A. The Sheridan Police Department, under the supervision of the chief of police or designee, will conduct a minimum of one (1) announced formal review annually on every licensed establishment, which may inquire into all aspects of compliance and may include:
 - 1. A review of the operation plan to determine whether the business is being operated in compliance with representations made to the city.
 - 2. A physical inspection to determine whether signs and licenses are properly posted including:
 - a. Capacity limits per International Fire Code adopted in Chapter 11 of City Ordinance..
 - b. Liquor license per Wyoming Statute 12-4-702.
 - 3. A review of compliance check results and any revised operation plans resulting from violations.
 - 4. A review of calls for service to the establishment with a focus on what can be done to reduce any problems, if identified.
- B. The Sheridan Police Department will conduct unannounced periodic checks of licensed liquor establishments to ensure the safety and welfare of patrons and employees.
 - 1. Officers will be alert for any criminal violation or safety hazard.
 - 2. Officers shall take corrective action upon detection of any criminal violation.

3. Officers will make every attempt to communicate with the owners and/or management of the establishment regarding any violations or concerns found during the check.
 4. Officers will attempt to conduct checks without the disruption of normal business.
- C. The Sheridan Police Department will conduct covert compliance checks as one means of enforcing the prohibition of the sale of alcohol to persons under the age of twenty-one (21) and the admittance of persons under age twenty-one (21) into a dispensing room.
 1. Compliance checks are authorized by Wyoming Statute 12-6-103 and shall be conducted in accordance with the provisions of that statute.
 2. Officers can use persons eighteen (18), nineteen (19) or twenty (20) years old to assist them in compliance checks.
 3. Neither the eighteen (18) to twenty (20) year old nor his or her parents shall be coerced into participating.
 4. Underage participants should be of good character. They will have no record of liquor law violations or unlawful attempts to purchase alcoholic beverages.
 5. Underage participants should have the appearance, demeanor and mannerisms appropriate to their age. They will dress appropriately for their age group and will not alter their appearance in an attempt to appear twenty-one (21) or older. A photograph shall be taken of the participant immediately before the compliance check and retained.
 6. Prior to conducting compliance checks, officers will complete the alcohol compliance checklist and review standards to ensure proper procedure is followed.
 7. Underage participants will be told:
 - a. If questioned, they will state their true age.
 - b. If requested, they will provide their identification.
 - c. Not to try and persuade the licensee/employee to complete the sale.
 - d. That the success of the operation and their continued use is not dependent on making successful purchases.
 8. Officers conducting the compliance check will remain within sight or sound of the participant attempting to make the purchase.
 9. Following the compliance check, officers will inform a representative of the business of the results of the compliance check.
 10. Officers will prepare an alcohol compliance inspection form reporting the results of the compliance check. It will include:
 - a. The name of the person who supervised the check;
 - b. The age and date of birth of the person who assisted in the check;
 - c. The name and position of the person from whom the participant attempted to purchase alcoholic beverages;
 - d. The name and address of the business checked;
 - e. The date and time of the check; and
 - f. The results of the check.
 11. The compliance check coordinator will ensure a completed copy of the form is mailed to the business that was checked, or leave it with management at the time of inspection.
 12. Officers involved in conducting compliance checks will ensure that each establishment is treated fairly. The patrol supervisor/grant supervisor will be responsible for

- establishing a schedule so each licensed establishment receives the same number of checks except additional checks may be conducted as part of an investigation in response to documented citizen complaints of underage purchases or unauthorized admittance.
- D. The Sheridan Police Department will respond to all calls for service at liquor establishments and take appropriate action. In general the department holds to a zero tolerance approach to any crimes involving intoxication and violence, or potential for violence, at bars. Action taken will be appropriately documented.

28.10.3 Violations

- A. While it is the intent of the Sheridan Police Department to work with each licensed establishment to prevent any violations, there may arise the need to take enforcement action for violations.
- B. When citing the owner or employee of a licensed liquor establishment, the following should be included in the incident report:
 1. Name of the business;
 2. Date and time of the violation;
 3. The specific charge;
 4. The name of the person in charge of the establishment at the time of the violation;
 5. The name(s) of the person(s) committing the violation(s) or allowing the violation(s) (i.e. - licensee, waitress, bartender, etc.); and
 6. A report of all the facts of the case including statements made by the licensee or person in charge of the establishment and employees at the time of the violation.
- C. When preparing an incident report for the following, include all of the information listed in B 1-6 of this procedure in addition to the following:
 1. Sale to Minors / Consumption by Minors / Minors in Bar
 - a. The name and address of the minor and all persons in the company of the minor;
 - b. Evidence of the minors age;
 - c. Type and brand of alcoholic liquor and price paid;
 - d. The facts concerning the minor's misrepresentation of his or her age, if any, with documents used by the minor; and
 - e. Preliminary breath test results if available.
 2. Sale to Intoxicated Person
 - a. The name and address of the intoxicated person;
 - b. A description of the intoxicated person's actions to establish he or she was intoxicated;
 - c. Preliminary breath test results if available; and
 - d. Documentation that the beverage was alcoholic in nature.
 3. Failure to Notify Police of Fight or Assault
 - a. Information regarding the persons involved.
 - b. Information to show employees knew of the incident.



Sheridan Police Department
Policies and Procedures
28.11
Chapter 28 – Call Response
Section 11 – Emergency Medical Calls

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The Sheridan Police Department will respond to life threatening medical emergencies and all medical calls resulting from possible criminal activity.

28.11.1 Emergency Medical Response

- A. Police officers responding to ambulance calls or coming upon the scene of a medical emergency shall provide the level of aid they have been trained to provide until the arrival of equal or better trained responders.
- B. Officers responding to medical emergencies shall be alert to the possibility that criminal activity may be the cause of the emergency and investigate the incident accordingly.
- C. After the arrival of medical personnel, officers should remain on scene only as long as their assistance is necessary and it takes to complete any related criminal investigation. Officers shall check with medical personnel prior to leaving the scene to ensure they are no longer needed.
- D. Communications center personnel shall ascertain the nature of the request for emergency medical service and dispatch Sheridan Police Department officers to:
 - 1. Any call where there is suspicion of criminal activity:
 - a. Gun shot and stab wounds (including accidental);
 - b. Battery; and
 - c. Fights.
 - 2. Motor vehicle accidents;
 - 3. CPR in progress, cardiac arrest, or chest pains;
 - 4. Serious breathing problems;
 - 5. Suicide;
 - 6. Any significant trauma injury:
 - a. Falls from heights; and
 - b. Blast injury.
 - 7. Serious life threatening industrial or agricultural accidents;
 - 8. Unconscious persons;
 - 9. Rescue situations;
 - 10. Medical situations where no ambulances are available;
 - 11. Drug overdose (illicit or other);
 - 12. Ingestion of foreign substances; and
 - 13. Lifeline alarms;
- E. Calls that typically do not require response of Sheridan Police Department officers include:
 - 1. Patient transports;
 - 2. Non-life threatening minor illnesses or injuries;

3. EMS calls to medical facilities; and
 4. EMS calls where a licensed medical professional (doctor, registered nurse, licensed practical nurse, emergency medical technician, or paramedic) is already on the scene and it is not of a criminal nature.
- F. Officers should respond to calls any time there is a request for assistance from emergency medical services.
- G. Each uniformed patrol officer trained in the use of an automatic external defibrillator (AED) will ensure that he or she has an AED unit in his or her marked police vehicle while on duty.



Sheridan Police Department
Policies and Procedures
28.12
Chapter 28 – Call Response
Section 12 – Death Investigations

Date: January 1, 2013
Revised: 06/17/2022

Signature:

A handwritten signature in blue ink, appearing to read "Tom Johnson".

Death investigations by the Sheridan Police Department will be handled in a compassionate and respectful manner with the intent to determine if criminal activity was involved in the death.

28.12.1 Authority

- A. Wyoming Statute 7-4-201 requires any person discovering a death that appears to have occurred under circumstances indicating the death is a coroner's case, to immediately report it to law enforcement authorities who shall in turn notify the coroner.
- B. "Coroner's case" means a case involving a death which was not anticipated (under a doctor's or hospice care) and which may involve any of the following conditions:
 - 1. Violent or criminal action;
 - 2. Apparent suicide;
 - 3. Accident;
 - 4. Apparent drug or chemical overdose or toxicity;
 - 5. The deceased was unattended by a physician or other licensed health care provider;
 - 6. Apparent child abuse causes;
 - 7. The deceased was a prisoner, trustee, inmate or patient of any county or state corrections facility or state hospital, whether or not the death is unanticipated;
 - 8. If the cause is unknown or cannot be certified by a physician;
 - 9. A public health hazard is presented; or
 - 10. The identity of the victim is unknown or the body is unclaimed.

28.12.2 General Response Procedures

- A. All unattended deaths reported to the Sheridan Police Department shall receive preliminary investigation as a possible homicide.
- B. The shift supervisor shall respond to the scene of all unattended death calls.
- C. Upon the arrival of emergency medical personnel, the officer should inform them of the facts and circumstances known. It will be the responsibility of emergency medical services to determine the number of additional personnel needed to render effective aid to the injured, without unnecessarily compromising the crime scene. Emergency medical services personnel need not enter the crime scene when there are definitive signs of death such as:
 - a. Decapitation;
 - b. Severe bloating/decomposition;
 - c. Incineration; or
 - d. Massive dismemberment.

- D. These definitive signs will be clearly communicated by the officer to emergency medical services personnel on scene. If there is any debate over the observed signs, a single emergency services person shall be asked to check the victim.
- E. Once death has been established, officers should clear the area of unnecessary persons and protect the scene for further investigation, being careful not to alter the scene in any way. The coroner should be called to the scene.
- F. The coroner has responsibility for determining cause of death while law enforcement is responsible for determining if criminality was involved in the death. Officers will coordinate their efforts to process the scene and preserve the evidence with the coroner and ensure that the coroner is given all the information needed to complete his or her duties.
- G. Officers are cautioned that the requirements for a search warrant may apply. If so, officers may clear the area for suspects or persons that may pose a danger to them, but may not search for evidence until a warrant is obtained.
- H. Officers investigating a death will complete the following steps and include the information in an incident report:
 - a. Identify the victim;
 - b. Examine the decedent for signs of injury and/or trauma;
 - c. Photograph the decedent and the area near the decedent for signs of foul play (i.e. - signs of forced entry, missing property, etc.);
 - d. Locate, identify and record names and statements of any witnesses; and
 - e. Officers should avoid duplication of questioning witnesses or family member(s) on-scene.
- I. When investigating a death where circumstances indicate the probability that the death resulted from natural causes, the investigating officer shall make inquiry to the patient's medical history.
- J. After completion of the on-scene investigation, the body will be removed as determined by the coroner.
- K. Suicides
 - 1. In suspected suicide cases, officers shall be alert for a suicide note.
 - 2. If an overdose is suspected, any medications and/or pill containers should be preserved.
- L. Hospice Deaths
 - 1. Deaths that occur under hospice care are anticipated deaths so there is no requirement that law enforcement be notified and no authority for the coroner's office to investigate the death. The person discovering the death may arrange for a mortuary to pick up the body.
 - 2. In some cases, family members and/or friends may contact law enforcement instead of contacting the hospice caregiver or a mortuary. In these cases, law enforcement officers should be dispatched to the location where the person is deceased.
 - a. Officers, once at the scene, should check on the status of the patient.
 - b. If the officer determines that there is a do-not-resuscitate order in force, the officer should typically not attempt any lifesaving measures.
 - c. If officers are called to the scene of a hospice patient's death, they should, in a non-intrusive manner, check the area to determine if there appears to be any foul play. Officers responding to the scene of a hospice patient's death should try to do so with a minimal amount of intrusion and in a respectful fashion.

- d. If no suspicious circumstances are obvious, information should be provided to the caller on his or her options in contacting a mortuary service.

M. Medical Care Facilities

- 1. Under certain circumstances (i.e. - a suspicious death) medical care facilities or the coroner may notify the department upon the death of a person under medical care.
- 2. Under those circumstances the requirements of this policy apply and the death will be investigated.

28.12.3 Death Notifications

- A. Death notifications shall generally be made by the coroner's office; however it may be necessary to make notification as part of the investigation or for other reasons.
- B. Death notifications to a member of the family or other responsible party should be made in person whenever possible.
 - 1. Whenever a decedent's next of kin lives in this municipality, and notification must be made by the department, a member of the department shall personally respond to make the notification of death.
 - 2. This notification could be for a death that occurred in another jurisdiction and a request has been made for this department to notify a resident within our jurisdiction.
 - 3. Where staffing levels permit, two (2) officers should make the notification, at least one (1) of whom should be in uniform.
 - 4. Before an officer responds to make a death notification, consideration should be given to involving known friends, clergy, emergency medical services or victim advocates in the notification.
 - 5. Upon arriving at the survivor's residence, the officers should introduce themselves, present their credentials and request admission.
 - 6. Survivors should be informed of the death, simply and directly.
 - 7. Upon the request of the survivors, the officer should provide as much information as possible regarding the circumstances of the death, without jeopardizing a criminal investigation.
- C. Information that shall be provided to the next of kin includes:
 - 1. Place of death;
 - 2. Circumstances of death;
 - 3. Who they can contact for further information; and
 - 4. The location of the decedent.
- D. It is important that an officer attempt to have someone present at the residence before he or she leaves. Officers should avoid leaving the decedent's relatives alone. The officers should ask the survivors if there is anyone they would like to have called to provide assistance or comfort.

28.12.4 Dying Declarations

- A. Officers investigating a criminal incident when the victim is dying as a result of the crime should make every effort to obtain a statement from the victim.
- B. Before a court will admit a dying declaration into evidence, it must appear at the point of death, that the person dying was under a sense of impending death with no hope of recovery and that the declaration related to the cause of his or her death. The admission of a dying declaration as evidence in court is based upon the premise that a person who is at the point of death, and is aware of his or her physical condition, is not likely to make a false accusation.

C. The officer should ascertain the following information. It should be recorded and be in the presence of witnesses if possible:

1. Name and address of victim;
2. The victim believes that he or she is about to die;
3. The victim has no hope of recovery; and
4. The victim is willing to make a true statement of how he or she was injured.

28.12.5 Assistance to Survivors

- A. Law enforcement should attempt to meet the immediate well-being, and needs of families and friends who have lost a loved one to sudden and unexpected death.
- B. Families and friends who have lost a loved one to sudden and unexpected death should be provided access to victim services.
- C. Family members who have lost a loved one to homicide, which includes manslaughter and death by auto, should be notified by the investigative division of the status and outcome of the criminal case.



Sheridan Police Department
Policies and Procedures
28.13
Chapter 28 – Call Response
Section 13 – Citizens Carrying Firearms

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The Sheridan Police Department recognizes the right of qualified citizens to carry a firearm while recognizing the risks to safety by firearms in the hands of criminals.

28.13.1 Openly Carrying Firearms

- A. Carrying a firearm in the open is not a crime.
- B. 18 U.S.C. section 922(g) prohibits certain people from possessing a firearm or ammunition which has been shipped in interstate or foreign commerce.

28.13.2 Person(s) Who May Legally Carry a Concealed Firearm

- A. Legal requirements for carrying a concealed firearm and how to obtain a permit are contained in Wyoming Statute 6-8-104.
- B. Persons authorized to carry a concealed firearm include:
 - 1. Peace officers;
 - 2. A person who possesses a Wyoming permit to carry a concealed firearm;
 - 3. A person who meets certain requirements for a Wyoming permit whether or not they obtain such permit; and
 - 4. A person who holds a permit to carry a concealed firearm issued by a state agency in another state, and:
 - a. That state recognizes Wyoming permits; and
 - b. The permit is valid statewide in the issuing state.

28.13.3 Concealed Firearm Permit Application Procedure

- A. Concealed firearm permits are issued by the Wyoming Attorney General's Office.
- B. Concealed firearm permit applications may be obtained from the Sheridan County Sheriff's Department.
- C. The chief of police oversees the handling of the concealed firearms permit applications by the department.
 - 1. The sheriff's department will forward a copy of the application, the chief of police checklist, and any comments pertaining to the applicant's ability to carry a concealed weapon, to the police department for the purpose of a records check.
 - 2. The records division will attach any and all pertinent information to the application and submit it to the chief's office for review.
 - 3. Upon completion of the review, any additional comments will be added and the application will be returned to the Sheridan County Sheriff's Department for submittal to the Wyoming Division of Criminal Investigation for processing.

28.13.4 Concealed Firearm Carry

- A. Persons carrying a concealed firearm pursuant to a permit shall display the permit and proper identification upon request of a peace officer.
- B. A person carrying a concealed weapon without a permit based on meeting the necessary qualifications must:
 - 1. Have been a Wyoming resident for six (6) months (Wyoming Statute 6-8-104(b)(i));
 - 2. Be at least twenty-one (21) years of age (Wyoming Statute 6-8-104 (b)(ii));
 - 3. Not suffer from physical infirmity that prevents the safe handling of a firearm (Wyoming Statute 6-8-104 (b)(iii));
 - 4. Not have been committed to a mental institution (Wyoming Statute 6-8-104 (b)(ix));
 - 5. Not be currently adjudicated to be legally incompetent (Wyoming Statute 6-8-104 (b)(viii));
 - 6. Not be precluded from possession of a firearm as a result of a conviction for a violent felony or a felony violation of interference with a police officer (Wyoming Statute 6-8-102).
 - 7. Not have been convicted in any court of a crime punishable by imprisonment for more than one year (18U.S.C. section 922(g)(1));
 - 8. Not have been committed to a facility for the abuse of a controlled substance within the past year (Wyoming Statute 6-8-104 (b)(v)(A));
 - 9. Not have been convicted of a felony violation for controlled substances identified in Wyoming Statutes 35-7-1001 through 35-7-1057 (Wyoming Statute 6-8-104 (b)(v)(B));
 - 10. Not have been convicted of a misdemeanor violation for controlled substances identified in Wyoming Statutes 35-7-1001 through 35-7-1057 within the past year (Wyoming Statute 6-8-104 (b)(v)(C));
 - 11. Not chronically or habitually use alcoholic liquor and malt beverages to the extent that his or her normal faculties are impaired (Wyoming Statute 6-8-104 (b)(vi));
 - 12. Not be an unlawful user of or addicted to any controlled substance (18U.S.C. section 922(g)(3));
 - 13. Not be a fugitive from justice (18U.S.C. section 922(g)(2));
 - 14. Not be an alien illegally in the United States (18U.S.C. section 922(g)(5)(A));
 - 15. Not have been dishonorably discharged from the armed forces (18U.S.C. section 922(g)(6));
 - 16. Not be subject to a court order that restrains him or her from harassing, stalking, or threatening an intimate partner (18U.S.C. section 922(g)(8)(B)); or
 - 17. Not have been convicted of a misdemeanor crime of domestic violence (18U.S.C. section 922(g)(9)).

28.13.5 Restricted Areas

- A. Other than peace officers, no person authorized to carry a concealed firearm may carry a concealed firearm into:
 - 1. Any facility used primarily for law enforcement operations without the consent of the chief administrator;
 - 2. Any detention facility, prison or jail;
 - 3. Any courtroom, except with judicial permission;
 - 4. Any meeting of a governmental entity;

5. Any meeting of the legislature or a committee thereof;
6. Any school, college or professional athletic event not related to firearms;
7. Any portion of an establishment licensed to dispense alcoholic liquor and malt beverages for consumption on the premises, which portion of the establishment is primarily devoted to that purpose;
8. Any elementary or secondary school facility;
9. Any college or university facilities without the written consent of the security service of the college; and
10. Any place where carrying firearms is prohibited by federal law or regulations or state law.

28.13.6 Response to Calls of People Carrying a Firearm

- A. Dispatchers receiving a complaint of a person carrying a firearm should:
 1. Obtain the caller's information and location;
 2. Obtain the location of the incident and the manner in which the firearm is carried;
 3. Request information from the caller about the activity or behavior of the person they are reporting;
 4. If the person is aggressive, threatening, or suspicious, carrying the weapon in a prohibited location (see sub-section 28.13.5), or known to not be qualified to be in possession of the weapon (see sub-section 28.13.1.B or 28.13.4.B) officers shall be dispatched;
 5. If there is no aggressive, threatening, or suspicious behavior (just carrying the firearm is not suspicious, threatening or aggressive), the firearm is not being carried concealed in a prohibited location, and no information is available to indicate the person is unqualified to possess a weapon, then the dispatcher should inform the caller that it is legal to carry a firearm and the police department cannot prevent the person from doing so;
 6. If the caller is reporting an incident occurring on private property, inform the caller that an owner or employee has the right to ask the person to leave their property if they do not want him or her there;
 7. If a property owner or representative wants the person to leave, but is afraid to ask them to leave, the dispatcher should offer to have an officer respond to do a civil standby while the owner or employee asks the person to leave;
 8. If they request that officers respond to ask the person to leave the property, an officer should be dispatched with clear information on the request; and
 9. A supervisor should be notified of all calls in which an officer is dispatched in response to an armed subject.
- B. Officers responding to calls or encountering people carrying firearms should:
 1. Remember that it is not a crime merely to carry a firearm and recognize the legal rights of citizens to possess them;
 2. Treat citizens who are legally carrying firearms in a courteous and respectful manner. The manner in which officers deal with citizens legally carrying firearms will have a direct bearing on officer safety and the image that we portray to the public;
 3. Recognize they do not automatically have justification or reasonable suspicion to conduct a Terry stop or investigate the individual:

- a. If the caller has articulated some threatening or other behavior that justifies investigation or intervention, officers should take appropriate action to ensure citizen and officer safety;
 - b. If there is no behavior or information that requires investigation or intervention, officers shall not stop or question the person.
4. If responding to do a civil standby while a property owner or employee requests the person to leave, the officers presence is only to keep the peace and seizing the person or firearm would not normally be appropriate;
5. If officers are responding to a request from a property owner or representative to ask the person to leave their property, the officer should explain that the property owner or representative has requested that they leave the property. The officer should not need to seize or secure the firearm during this process. If the person asks why they are being told to leave the officer should explain that the property owner has the right to trespass anyone and that notification of that trespass can come through law enforcement at the property owner's request.
6. Officers will only seize a firearm if:
 - a. The officer determines a person is carrying a weapon in violation of the law;
 - b. There is an articulable threat that is not constituted by the mere presence of the firearm; or
 - c. The firearm due to its nature is illegal to possess.
 - d. The firearm is evidence of a crime.



Sheridan Police Department
Policies and Procedures
28.14
Chapter 28 – Call Response
Section 14 – Alarm Response

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The department recognizes that monitoring the status of private alarm systems is a function best performed by alarm companies. Therefore, the Sheridan Police Department will not monitor private security alarm systems. The department will typically respond to alarms that are reported to the communications center.

28.14.1 Notification of an Alarm

- A. When an alarm is received, the communications technician should obtain all pertinent information and dispatch two (2) units to the alarm location.
- B. The communications technician should not attempt to make contact with anyone at the location of the alarm (during business hours) or a responsible party (after hours) until requested to do so by an officer.
- C. If the telephone call to the alarm location goes unanswered, responding units shall be notified. If answered, the technician will have a responsible person meet the officer outside the business at a location specified by the officer and provide a description of the person to the officer.

28.14.2 Response

- A. General Response Procedures
 1. Unless otherwise directed by a supervisor, two (2) units will respond to alarm calls.
 2. Officers who are assigned to an alarm will respond using caution, being aware of vehicular and pedestrian traffic along the route they are taking.
 3. Officers should use emergency equipment basing the decision on the following factors:
 - a. Location in relation to the incident;
 - b. Traffic conditions, weather conditions, time of day. Officers should be aware that at night the emergency lights are visible from great distances and their approach could be detected;
 - c. The possibility that an emergency approach will warn the offender and cause him or her to escape or take hostages.
 - d. The likely validity of the alarm based on the totality of the circumstances
 4. Officers shall approach the location with caution considering safety of the public and themselves.
 5. Officers should note any unusual vehicles or persons in the area of the alarm.
 6. Officers should park in a location near the alarm, but that allows for a concealed approach.
- B. Commercial Burglar Alarms (during normal business hours):

1. When the communications center receives a burglar alarm during the hours that a business is generally open, the communication technician will notify the responding units.
2. The responding units should normally proceed to the location of the alarm in a non-emergent manner. This does not preclude officers from responding in a more expeditious manner based upon the particular circumstances surrounding the alarm.
3. Officers responding to the burglar alarm should ensure that their response is properly planned and executed so that the safety of officers and innocent persons is not unnecessarily jeopardized.
4. Responding officers should be alert during the approach to the location for suspicious persons or vehicles.
5. Responding officers should notify the communication technician of any suspicious activities or vehicles in the vicinity.
6. Appropriate actions shall be initiated by responding officers when suspicious circumstances are observed either by noting a license plate number, persons' descriptions, or field contact with the suspicious person(s) or vehicle(s).
7. Responding officers should approach the building in a tactically sound manner. The officers should attempt to approach the scene of the alarm without exposing themselves to the potential suspects.
8. Responding officers will normally not enter the building until a person responsible for the building has met them outside of the business at a location to be determined by the responding officers.
9. If the communications technician has contacted the business and no one arrives in a reasonable time, an officer should consider the alarm to be a robbery in progress.
10. If an employee of the business speaks with an officer, the officer shall ascertain the status inside. The officer shall not rely solely on the employee saying that the alarm is false. The officers entering the business will ensure that no robbery or other crime is taking place.

C. Commercial Burglar Alarms (after hours)

1. If a burglary alarm is received after the hours that a business would normally be open, responding officers may respond with the use of emergency equipment however consideration should be given to turning it off within sight or sound distance from the alarm.
2. If the alarm is after hours, officers should cautiously check the outside of the business for signs of forced entry or open doors. All possible entry or exit areas should be checked. If there is no forced entry or open doors, the officer should request that the communications technician contact the responsible persons for the business to allow entry for a building search.
3. If there are signs of forced entry, or the officer finds that the building is unsecured, the officer should immediately take a position of cover and notify the supervisor to request additional personnel as needed. Depending on the nature of the incident and the circumstances found at the location, the supervisor may dispatch additional officers or a K-9 team to assist with the search and apprehension.
4. If there is forced entry or open doors, the officer should request that the communications technician contact the responsible persons for the building to grant

permission for a building search and, if tactically appropriate, to facilitate entry for the search.

5. Officers will search the interior of the building for any signs of criminal activity.

D. Residential Burglar Alarms

1. When a residential burglar alarm is received by the police department, officers will be dispatched.
2. Officers responding to the scene will obey all traffic regulations and will not use emergency equipment unless there is secondary information that a break in is actually occurring.
3. Upon arrival, officers will look for evidence of a break in and if none exists, attempt to contact the property owner.
4. Residences will only be searched when:
 - a. There is evidence of a break in such as forced entry; or
 - b. The property owner requests it.

E. Robbery/Panic Alarms

1. Officers dispatched to panic alarms should respond as expediently as possible without unnecessarily endangering the officers or the public or alerting perpetrators.
2. Officers should utilize sound tactics when approaching the location of the panic alarm.
3. Officers should be alert during the approach for suspicious persons or vehicles.
4. The first officer to arrive on the scene will assume initial command responsibilities. He or she will disseminate suspect information, if available, and will direct other officers to locations where they can begin observation. Initial deployment should be done covertly. All units arriving at the scene should take a position which is least likely to be detected by the suspect or suspects.
5. If observation of the alarm location indicates that there is a robbery in progress, officers should maintain a covert position in order to minimize the chance that the suspect becomes desperate and takes hostages. To further minimize this chance, officers should remain in a covert position until the suspect(s) have moved far enough away from the building's entrance to negate the chance that the suspect could return inside.
6. In normal circumstances, officers should not enter the business but should have communications call the business. Once the communications technician contacts the business, they will attempt to speak with a responsible party and determine if the alarm is legitimate.
7. If the communications technician is advised that it was a false alarm, the communications technician will obtain the name, title and the clothing description of the employee and will relay this information to the primary officer. The communications technician will advise the employee to meet one of the responding officers at the location that the officer designates.
8. If it is determined that a robbery or other criminal activity has occurred and the suspects are no longer on the premises, the communication technician will keep the employee on the phone in order to obtain pertinent information. The communications technician will advise the employee that they should not allow anyone to enter or leave the business except for law enforcement personnel. The communications technician will determine if anyone is hurt or injured and notify medical personnel as needed. The response of medical personnel will be coordinated

with the field supervisor. The communications technician will attempt to obtain the following information:

- a. Whether any weapon was used and if so the description;
- b. A detailed description of the suspects including physical traits and clothing;
- c. A detailed description of the suspect vehicle if known, mode of travel and direction; and
- d. Items taken.
9. If upon contacting the business, the communications technician learns that the suspect is still on the premises, the communications technician will attempt to determine what the nature of the crime is, whether any acts of violence have occurred and if so what type of weapons were used. The communications technician will attempt to determine the overall status of what is happening inside of the business and relay that information to the officers. The communications technician, if possible, will attempt to maintain phone contact with the employee.
10. If the business fails to answer the phone or fails to appear after speaking with the communications technician, officers will treat the call as a robbery in progress.
11. If an employee exits the building and it is confirmed the offender(s) are still in the business, the employee should not be allowed to return to the business and the primary officer will gather information. The officers on the scene will immediately seal off entrances to the property and establish an inner perimeter.
12. If the offenders have left the scene, the officer(s) will enter the building and secure the crime scene, pending the arrival of an officer to process the scene. The officer(s) will also ensure no one leaves or enters the building until such time as they have been interviewed.

F. False Alarms

1. If the responding officers determine the situation to be a false alarm, they will attempt to determine if it was a system failure or an employee error and make documentation of their findings.
2. If a particular location has repeated false alarms it should be brought to the attention of the patrol operations bureau lieutenant. The lieutenant shall review the incidents and if necessary contact the property owner to advise them of the problem. If the false alarms continue the lieutenant will notify the property owner that the SPD will not continue to respond to the alarms until the problem has been remedied.

G. Vehicle Alarms

1. Many motor vehicles are equipped with audible alarm systems that are triggered when a vehicle is tampered with or when sensors detect motions involving the vehicle.
2. Officers should approach the scene without lights or siren to avoid alerting possible suspects.
3. Officers should locate and inspect the vehicle for indication of tampering or forced entry.
4. Officers should attempt to locate the owner or driver of the vehicle to have the vehicle checked and the alarm reset.

H. Fire Alarms

1. Many homes and businesses are protected by fire alarm systems. Smoke and heat often activates the systems. Fire alarm activations are primarily the responsibility of

- the fire department although police officers may be dispatched in conjunction with the fire department personnel.
2. Officers should proceed to the scene of the fire alarm safely and expeditiously.
 3. Officers should attempt to determine if there is a fire or if the call is a false alarm, and relay all pertinent information to the communications technician.
 4. Officers responding to fire alarms will adhere to fire response procedures in section 28.16.1.

I. Medical Alarms

1. Medical alarm systems are used to summon assistance from emergency medical service personnel. These are primarily the responsibility of the local emergency medical services.
2. Officers shall respond to medical alarms when appropriate and render aid to victims as needed.
3. If entry into an alarmed premise must be forced, officers should notify the shift supervisor prior to making forced entry and should prepare an incident report documenting the circumstances surrounding the entry.



Sheridan Police Department
Policies and Procedures
28.15
Chapter 28 – Call Response
Section 15 – Civil Situations

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The Sheridan Police Department will limit its involvement in civil situations to maintaining the peace. With the exception of assisting a victim in obtaining materials from a location to satisfy short term safety needs, all civil standbys will only be completed to satisfy a court order.

28.15.1 Civil Situations and General Civil Standby Procedures

- A. Officers should obtain information about the nature of the civil standby prior to responding to the call. If the officer suspects a situation cannot be resolved peacefully, the officer should try to calm the situation and suggest that the disputing parties seek legal remedies or contact local service agencies equipped to assist them.
- B. All parties should be advised as soon as possible that the police are only present to protect the peace. Officers are not able to force anyone involved to do something that they would not otherwise do.
- C. Officers will ensure that all parties involved understand the position of the department, and that any violent or unlawful act may prejudice future civil proceedings and result in enforcement action.
- D. Civil standbys are intended to be a short-term process and officers are not required to assist parties in moving all their belongings from one residence to another.
- E. Officers should ensure that what is occurring is legal. If the person requesting the civil standby has no legal right to be on the other person's property or to take the action they are taking, the officer has no legal authority to be involved. If the officer is legally on someone's property, however, is requested to leave, the officer should vacate the premises unless there exists some other reason for the officer to be present.
- F. People will, on occasion, ask officers to be present during property transfers so that an independent witness is available to testify. Officers are not required to respond in those instances, as our purpose is to prevent violence from occurring, not to provide a witness in an ongoing legal action. Officers may suggest parties exchange property in the safe exchange location on the south side of the police department building.

28.15.2 Disputes Over Ownership of Personal Property

- A. Disputes over the ownership of personal property arise in many different civil situations. These disputes are generally civil in nature. Different civil laws may apply depending upon the relationship of the parties.
- B. When parties disagree over the right to possession of personal property, they should be advised to seek civil remedy through the courts.

- C. Officers will attempt to prevent any party from committing a criminal offense when responding to these types of disputes. Frequently, one party insists a crime is taking place, usually theft, because the other party does not return property or is attempting to take property. It is usually difficult to immediately determine all the facts surrounding the property dispute between the parties. Therefore, any enforcement action requires careful consideration.
1. The usual enforcement action contemplated by the officer is theft. Theft requires a person to take or deprive another person's property without lawful authority. It is rare that the officer will be able to spend the investigative time to determine all the facts in these private property disputes to know whether the potential suspect had lawful authority to have the property or to keep the property.
 2. An arrest or threatened arrest against one party for failure to return property will often expose the officer and the department to liability. Therefore, prior to taking any enforcement action, the officer and supervisor will evaluate the totality of the situation, taking into consideration:
 - a. Whether the location of the property is known and ownership can be clearly established;
 - b. The value of the property; and
 - c. The potential for the property to be moved or destroyed.

28.15.3 Accidental Damage

- A. Officers will not act as a collection agency for accidental damage caused by people, their children, acts of nature, or pets.
- B. Arrangements for restitution should be sought through civil courts.
- C. In circumstances of obvious accidental damage officers are not expected to conduct an investigation or complete an incident report.

28.15.4 Repossession of Property

- A. When a person buys an article on a time payment plan, the agency lending the money for purchase may retain a security interest in the article until the loan is fully repaid.
- B. If the purchaser does not make payment on the loan when due, the lending agency may have the right to take possession of the item based upon a contract.
- C. Along with the right to repossess property may come the right of the lending agency to enter the premises of the person owing the debt for the purpose of taking the property.
- D. If in the process of such repossession, a breach of the peace appears to be imminent or actually occurs (i.e. - fighting, challenging to fight, or similar actions), the officer should inform the agent of the lending company to seek a court order.

28.15.5 Bail Bonds

- A. Officers will not assist in bail bond revocations. Officers may arrest a Bailee if a valid arrest warrant has been issued by a court. The bail bond representative will not be allowed to participate in an arrest on warrant.
- B. Officers should not do civil standbys for bail bondsmen when they wish to revoke an individual's bond without a court order. The law does allow bail bondsman some latitude in revoking an individual's bail with just cause and permits them to turn the bailee over to the custody of the sheriff's department. This authority, however, does not extend to law enforcement personnel.



Sheridan Police Department
Policies and Procedures
28.16
Chapter 28 – Call Response
Section 16 – Fire Response & Arson

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The Sheridan Police Department will assist the responding fire departments at the scene of fires when requested. The police department will assume criminal investigation responsibilities upon the suspicion (or determination) of arson by fire department investigators.

28.16.1 Response to Fire Scene

- A. The responding fire department has the responsibility to respond to and extinguish fires.
- B. Upon request, officers shall respond to reported fires. While en route to, and upon arrival at the scene, officers shall:
 - 1. Attempt to determine if any person(s) are inside the involved fire area. Due to a lack of equipment and training officers are discouraged from entering a structure fire unless there are extreme circumstances and lives are in danger;
 - 2. Note any vehicles observed leaving the scene;
 - 3. Note the description of persons leaving the scene;
 - 4. Note weather conditions (i.e. - wind speed and direction, precipitation, lightning, etc.). These factors will aid in determining the natural path of fire spread;
 - 5. Note the condition of any involved structure in relation to the determined weather conditions (i.e. - windows open during cold weather, closed during warm weather, etc.);
 - 6. Identify the location of visible fire within a structure or area. Special notice should be taken of the area of most intense fire, and the existence of multiple fire locations;
 - 7. Identify the presence of barriers (i.e. - barricades, fallen trees, cables or trash containers) that may obstruct the fire department's arrival or entry;
 - 8. Note the color of smoke and flames and the speed and direction of fire spread; and
 - 9. Be cognizant of the dress, attitudes, statements or behaviors of owners, occupants, witnesses and onlookers at the scene.
- C. When present, the police department will assist with the following functions at the scene of a fire:
 - 1. Provide traffic and crowd control, as needed;
 - 2. Ensure that firefighters and their equipment are protected while performing their duties:
 - a. Ensure that the area around the fire scene is clear so that the fire department can position their equipment in front of and around the fire site;
 - b. Position police vehicles out of the way of fire equipment; and
 - c. Ensure that vehicles do not drive over fire hoses.
 - 3. Consult with the fire department incident commander before clearing the scene; and

4. Securing the scene and making arrangements for investigation, when arson is suspected.
 - a. When the fire department has determined the fire to be extinguished, the scene will be secured to protect the crime scene.
 - b. There will be no entry into the scene until the police and fire investigator have met and determined an appropriate course of action.
- D. The assigned officer shall prepare a report of all fire-related incidents that have been deemed of a "suspicious nature" by fire department officials and those that resulted in life-threatening injuries or death.

28.16.2 Responsibilities

- A. The responding fire departments shall be responsible to determine cause and origin of fires.
 1. Fire department investigators may obtain an administrative search warrant for this purpose.
 2. Police department personnel will assist in the initial investigation if requested.
- B. When arson is suspected or determined, the Sheridan Police Department will be responsible for the criminal investigation of the incident.
- C. Unless exigent circumstances are present, law enforcement officers will obtain a warrant, or documented consent, prior to entering a fire crime scene.

28.16.3 Arson Investigation

- A. The preliminary investigation report should include:
 1. The identities of all persons present in the building at the time of the fire, their location at the time the fire was discovered, and their current whereabouts and condition. If persons are unaccounted for, the fire department incident commander shall be notified immediately.
 2. Name, address and telephone number of:
 - a. Property owner;
 - b. Residents or tenants, if any;
 - c. Person(s) who discovered the fire;
 - d. Person(s) who reported the fire;
 - e. First responder(s) on the scene; and
 - f. Bystanders, if any. Particular attention should be given to persons photographing the fire, including media personnel, or persons who have been noticed at other fires, or who are acting abnormal at the fire scene.
 3. Date and time the fire was discovered and reported.
 4. Name of the insurance company insuring the property and the name of the insurance agent.
 5. Officers conducting preliminary fire investigations should note the cause of the fire and its point of origin in their report, as determined by the fire investigator.
 6. The new addresses and telephone numbers of displaced persons.
- B. Officers shall whenever possible, interview and obtain written statements from:
 1. The person(s) who discovered the fire;
 2. The person(s) who reported the fire;
 3. All persons present in the building at the time of the fire;
 4. The owner and occupants of the property; and

5. Any other witnesses.
- C. The crime scene shall be processed, including:
1. Photographing the scene;
 2. Sketching the scene; and
 3. Searching the scene in order to locate, collect and preserve any physical evidence.
 - a. Evidence shall be collected pursuant to the department's policy governing the preservation, collection and processing of evidence (see chapter 12).
 - b. The detective and fire investigator will determine how best to collect and store evidence to meet departmental procedures and legal requirements.
 - c. Whenever suspect samples (i.e. - wood or carpet) subjected to flammable liquids are collected for laboratory analysis, control samples of unaffected material shall also be collected.
 - d. Efforts will be made to eliminate cross contamination of samples upon collection. (For example an officer collecting a carpet sample from a bedroom will use a different set of gloves and scissors when collecting a carpet sample from the living room).
- D. The department may seek assistance from the State Fire Marshal or Bureau of Alcohol, Tobacco and Firearms (ATF) when appropriate.
- E. The scene will not be released until both the fire investigator and assigned detective agree that scene security is no longer needed.
- F. Detectives shall attempt to establish an arsonist's motive for setting a fire. Motives may include, but are not limited to:
1. Financial gain by the quick liquidation of a business, settlement of an estate, termination of a business partnership, or collection of fire insurance benefits;
 2. Hatred, revenge, spite, or jealousy;
 3. An action to gain attention for a cause;
 4. Concealment of another crime; or
 5. Mental illness such as pyromania.

28.16.4 Fire Suppression

- A. The fire department shall be notified whenever an officer of the department extinguishes a fire.
- B. Notification shall include the type, location and seriousness of the fire, and the action taken.
- C. The fire department shall determine whether or not to respond based on the reported information.
- D. Caution should be used in attempting fire suppression efforts of a motor vehicle whose engine is on fire. If the hood is opened and raised, the fire will be fueled by additional oxygen. Subsequently, the flames will be increased dramatically, exposing the officer to a high risk of being seriously burned by the flames.
- F. If an empty vehicle is engulfed in flames, the primary concern is to evacuate the immediate area due to the risk of explosion of the vehicle's fuel tank or the load being transported.



Sheridan Police Department
Policies and Procedures
28.17
Chapter 28 – Call Response
Section 17 – Opioid Overdose Response

Date: 02/28/2018
Revised: 06/17/2022

Signature:

It is the goal of the Sheridan Police Department to provide rapid and effective response to potential opioid overdoses when other immediate medical attention is unavailable. The department recognizes the need for immediate application of an opioid antagonist by trained personnel. This policy shall serve as a guideline for the training, use and reporting of an antagonist.

Definition(s)

Naloxone - Naloxone, also known as narcan, is a temporary opioid overdose antidote that reverses the effects of opioids. The Sheridan Police Department will use Naloxone Nasal Spray Devices for administering the antidote.

Opioid - Opioids are a class of drugs that include the illegal drug heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription, such as oxycodone, hydrocodone, codeine, morphine, and many others. These drugs are chemically related and interact with opioid receptors on nerve cells in the body and brain, and are used primarily in pain mitigation.

28.17.1 Training

- A. All patrol, CID or administrative sworn officers will be trained in the use and reporting of Naloxone.
- B. Training shall include the following:
 1. An overview of Wyoming State Statutes 33-24-158 and 35-4-902 through 35-4-905.
 2. Patient Assessment, including signs and symptoms of an opiate related overdose.
 3. Universal precautions.
 4. Rescue breathing.
 5. Seeking medical assistance.
 6. Administration of Naloxone.
 7. Potential side effects of Naloxone.
- C. The patrol operations bureau lieutenant is responsible for maintaining departmental inventory of the product and will coordinate training to ensure that employees are trained prior to being issued the product.
 1. The patrol operations bureau lieutenant will be responsible for the following;
 - a. Ensuring that all authorized employees are adequately trained in the use of naloxone nasal spray.
 - b. Training will be done through www.getnaloxonenow.org.
 - c. The Coordinator will maintain naloxone program records, usage records, and inventories of naloxone nasal spray devices.

- d. Coordinating with the Evidence Tech to replace naloxone nasal spray devices that are damaged, unusable, expired, or used.
- e. Ensuring that the naloxone nasal spray device is stored safely and consistent with manufacturer's guidelines.

28.17.2 Naloxone Administration

- A. When encountering any person(s) who may be in a potential overdose situation officers shall immediately request Emergency Medical Services (EMS).
- B. Officers shall use universal precautions for protection from bloodborne pathogens and communicable diseases when administering Naloxone. Officers should use caution when administering the medication to a person without a back-up officer present.
- C. Personnel shall determine the need for treatment with Naloxone by evaluating the person and the circumstances of the incident. If the person is unresponsive, with decreased or absent respirations, officers should administer Naloxone following the established training guidelines.
- D. Personnel shall remain with the person until EMS personnel arrive on scene. Upon the arrival of EMS, officers shall inform EMS personnel that Naloxone has been administered.
- E. If the affected person is an employee, a supervisor shall complete the required Officer Injury Report for exposure.

28.17.3 Maintenance and Replacement

- A. Naloxone kits shall be carried and/or kept in a manner consistent with proper storage guidelines for temperature and sunlight exposure. One Naloxone kit shall be attached to each automated external defibrillator (AED) by attaching the Naloxone kit lanyard to an attachment on each AED. AED's with Naloxone kits will not be stored in vehicles overnight.
- B. Used, lost, damaged or expired Naloxone kits shall be reported to the appropriate supervisor who shall determine if a replacement is necessary. Supervisors will ensure that naloxone nasal spray devices are replaced as necessary.
- C. A monthly inspection of the Naloxone kit is the responsibility of the employee to whom it is assigned.
- D. Expired Naloxone kits shall be turned in to the Naloxone Coordinator who will then give to the Evidence Tech for destruction in the Drug Terminator. The Evidence Custodian shall prepare a written report and record of any destroyed Naloxone kits.
- E. Storage, destruction and replacement of Naloxone kits shall be the responsibility of the patrol operations bureau lieutenant. The patrol operations bureau lieutenant shall maintain a record of Naloxone distribution and destruction. The records shall note the lot number, expiration date, issued date, date returned/used or destroyed.
- F. Naloxone nasal spray devices will be kept out of the reach of children if stored at the employee's home when off duty.
- G. Authorized employees will inspect the Naloxone nasal spray device prior to the beginning of the shift.
- H. Supervisors will inspect Naloxone nasal spray devices on a monthly basis to ensure that they are not expired, as they expire every 18-24 months, and do not appear damaged. Supervisors will ensure that Naloxone nasal spray devices are replaced as necessary.

28.17.4 Documentation and Reporting

- A. Following the administration of Naloxone to any person by Sheridan Police Department personnel, the administering person shall notify their supervisor as soon as possible after the incident has stabilized.
- B. Personnel shall complete an incident report on the facts and circumstances surrounding the administration of Naloxone. The complete identity of all people involved, to include the subject whom it was administered, witnesses and EMS personnel.
- C. The patrol operations lieutenant, or designee, shall be notified of any Naloxone applications.
- D. Officers shall report the administration of Naloxone through the web-based reporting system established by the Wyoming Department of Health. This electronic reporting system is available at www.opirescue.com.



Sheridan Police Department
Policies and Procedures
28.1
Chapter 28 – Call Response
Section 1 – Criminal Investigations

Date: January 1, 2013
Revised: 06/13/2018 & 06/17/2022

Signature:

The Sheridan Police Department shall conduct investigations into criminal offenses occurring in the community. The primary purpose of an investigation is to collect facts leading to the identification, arrest, and conviction of an offender and to organize and present the facts for a successful prosecution. The department recognizes successful investigations require training, experience, intelligence, logic, and discipline and expects officers to develop these skills.

28.1.1 Initial Responsibilities

- A. The first officer at the scene of a crime has several immediate responsibilities.
- B. Officers who first arrive at a possible crime scene must take care not to enter hastily. The crime scene may pose a threat to the officer and others that are present:
 - 1. Armed suspects may still be at the scene;
 - 2. Toxic chemicals or infectious materials may be present; or
 - 3. Evidence may be destroyed if the officer enters.
- C. When practicable, officers shall first note the total environment of the scene including, for example, whether doors and windows are open or closed, lights on or off, presence of odors, weather conditions, and the condition and circumstances of the victim.
- D. As the officer approaches the scene, he or she should observe and make notations of persons and vehicles in the general area. This information may provide important investigative leads. If persons are seen leaving the scene, attempts to obtain identification should be made by responding officers.
- E. The first officer on the scene shall attempt to maintain the scene as closely as possible in the condition which it was found. This means that no one shall be allowed to needlessly move about or alter the scene. Persons present, victims or witnesses, shall be isolated or removed from the scene in order to prevent intentional or inadvertent alteration or destruction of evidence.
- F. The first officer on the scene shall render first aid or summon emergency medical treatment if required.
- G. Officers entering a crime scene should activate their body worn camera, if applicable.

28.1.2 Preliminary Investigations

- A. After forming an impression of the entire scene and ensuring that no threat exists, the officer shall proceed with the preliminary investigation.
- B. Officers and/or detectives assigned to conduct preliminary criminal investigations shall include the following actions as part of their investigation:

1. Establish whether a crime has been committed and determine the type of crime and how it was committed;
 2. Define the boundaries of the crime scene and protect it to ensure that evidence is not lost or contaminated;
 3. Develop information through examination of the scene;
 4. In eyewitness cases, secure a description of the suspect, any vehicle involved, and direction of flight. Relay the information to all other units by radio or mobile data terminal. If possible, identify the suspect and take appropriate enforcement action;
 5. Locate and interview the victim and witnesses, record their statements as to what occurred and record their identity, addresses or other necessary data for future reference;
 6. When appropriate, conduct a canvas to ascertain if residents or others in the vicinity have pertinent information.
 7. When appropriate, conduct a canvas to ascertain if any cameras in the vicinity have pertinent footage.
 8. Interrogate suspects; and
 9. Effect the arrest of the criminal.
- C. Occasionally, additional investigation will be required at the end of the shift of the assigned officer. In these cases, the on-duty supervisor shall determine whether the investigation should be discontinued until the assigned officer's next shift, or assigned to the next available officer or a detective. Request for further investigation or follow-up should be made by the on-duty shift supervisor directly to the supervisor of the on-coming shift. Requests should also include a written list of the requested actions to be taken by the next shift to advance the investigation. If a supervisor feels an investigation needs to be transferred to the Criminal Investigation Division the procedure outlined in policy shall be followed.
- D. The on-duty supervisor shall ensure that an adequate and complete preliminary investigation has been made.

28.1.3 Crime Scene Processing

- A. Officers shall search for and collect evidence or likely evidence.
1. In any criminal investigation, the validity of information derived from examination of the physical evidence depends entirely upon the care with which the evidence has been protected from contamination. It is important that items of evidence be collected, handled, and stored in a way that will ensure their integrity, and increase the likelihood that the items will be considered admissible in court proceedings.
 2. Evidence is to be collected, marked and secured according to department procedures . In all cases, no evidence will be collected until photographs and/or video media have been taken. BWC footage does not replace the need for photographs.

28.1.4 Detective Response to Serious Crimes

- A. Certain offenses may require the assignment of a detective to assume responsibility for the investigation or to provide assistance to the assigned patrol officer..
- B. The decision to involve a detective will be based on the nature of the skills and the time required to conduct the investigation.
- C. A detective will be available twenty-four (24) hours a day to assist in an investigation or aid in the processing of a crime scene. When a detective is not on scheduled duty a designated

officer will be “on call” to take detective calls. The detective on-call schedule will be documented on the department electronic scheduling (Schedule Soft) and maintained by the special operations bureau commander or their designee. In the event the on-call criminal investigator is unavailable, the special operations bureau commander will be contacted.

- D. Supervisors are responsible for making the decision to involve a detective. Patrol Officers are not to forward their cases directly to CID for follow-up. Supervisors should consider calling a detective for involvement in high profile cases, serious felonies, and any cases which may require extensive follow-up or expertise. In some circumstances it may be unclear to the supervisor if a detective is needed to immediately respond. Supervisors should err on the side of contacting the on-call detective. Specific cases in which a supervisor should consider a detective’s involvement are;
1. Forcible sexual assault
 2. Child sexual assault
 3. All unattended deaths / suspected suicides
 4. Homicide / Manslaughter
 5. Aggravated assault
 6. Arson / Explosions
 7. Officer involved shooting
 8. Kidnapping
 9. Armed Robbery
 10. Major burglaries
- E. When a supervisor is considering to involve a detective, they shall complete the following seven point assessment in deciding if a detective is needed:
1. Synopsis of report origin (to include where and when the offense was committed).
 2. Specific crimes that have been committed.
 3. Injuries or damages reported.
 4. Potential for future injuries or damages.
 5. Suspect information.
 6. Whether or not probable cause currently exists for an arrest, and a summary of that probable cause.
 7. Follow-up investigation required (tasks to complete, resources needed, and estimated time required)
 - a. Unless urgency of the situation dictates otherwise, the supervisor will type out answers to the seven point assessment, and email them to the detective at the time of the call-out.
 - b. Unless urgency of the situation dictates otherwise, the supervisor will personally contact the detective to notify them of the decision to involve a detective.
 - c. Anytime a major incident, detailed in 28.1.4.D, occurs outside of regular business hours, the above seven point assessment will be completed and forwarded up the chain of command for notification purposes, whether or not a detective is requested.
- F. After a supervisor has called a detective the chain of command will be notified:
1. The detective will notify the special operations bureau commander
 - a. If not available, the detective will notify the patrol operations bureau commander.

2. The special operations bureau commander will be responsible for any needed further notifications..
 3. Notifications will be made as soon as necessary, depending on the seriousness, urgency, and complexity of the call. When in doubt, making notifications should be made as soon as possible..
 4. Notifications should include the email containing the seven point assessment.
- G. Major felony investigations may require a number of different investigative responsibilities to be assigned. Major investigative assignments may include:
 1. Team Leader - The Team Leader will:
 - a. Coordinate team efforts so that a complete and thorough investigation is accomplished;
 - b. Contact other personnel to assist with various duties as needed;
 - c. Keep the command staff informed about the specifics of the investigation;
 - d. Monitor the investigation to ensure that all leads are exhausted and the case is properly submitted for prosecution; and
 - e. Be familiar with technology available to the investigators as well as other resources that could assist in the investigation.
 2. Photographer(s) - The photographer will be familiar with up-to-date procedures and equipment for taking quality photographs. The photographer's duties include, but are not limited to:
 - a. Photographing and videotaping the crime scene, including bystanders and vehicles in the area;
 - b. Photographing and videotaping all items relating to the crime; and
 - c. Documenting the photographs taken and cross referencing them with the crime scene diagram.
 3. Diagram - The persons assigned to complete a crime scene diagram will have a working knowledge of the professional procedures for crime scene diagramming and documentation of evidence locations. This person's duties include, but are not limited to:
 - a. Diagramming the crime scene; and
 - b. Documenting within a diagram of the crime scene the location of all evidence and other pertinent information.
 4. Evidence - The persons assigned to collect evidence will be familiar with accepted procedures for the collection, preservation, and storage of all types of evidence, including fingerprints, trace evidence, and DNA. The evidence collector's duties include, but are not limited to the following:
 - a. Collect evidence after ensuring that the evidence has been photographed and, when applicable, included in a diagram;
 - b. Locate and recover latent as well as visible prints;
 - c. Take tool, foot, and tire impressions;
 - d. Ensure that all evidence is properly packaged and secured for later use in the investigation or court proceedings; and
 - e. Ensure that evidence requiring laboratory analysis is properly packaged and submitted for analysis.
 5. Lead Runner(s) - Lead runners will be those individuals assigned to follow active leads throughout the investigation. The coordinator will assign leads.

6. Interviewer(s) -- The interviewers will know the best interview and interrogation techniques and will be proficient in their uses. They will work with the coordinator to determine what interviews are to be performed and will determine the best interview strategies to fit each particular situation.
7. Neighborhood Canvasser(s) - Those assigned to conduct neighborhood canvasses will be familiar with the various techniques for large and small area canvasses and searches. The canvassers should:
 - a. Be familiar with proper interviewing techniques;
 - b. Ensure that all persons in the canvass area are contacted, including those who may have been in the area on business (i.e. - mailman, UPS, meter-reader, etc.); and
 - c. Document in detail who was contacted and the results of each contact.

28.1.5 Follow-Up Investigations

- A. The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to affect the arrest of an offender and/or recover stolen property.
- B. Officer or detective follow-up investigation responsibilities include, but are not limited to the following:
 1. Research and review internal and external records and reports related to the incident, similar incidents or suspects;
 2. Initiate inquiries into investigative leads to identify the suspect;
 3. Continue the search for witnesses, interview new witnesses and re-interview original witnesses when necessary;
 4. Conduct or initiate appropriate surveillance;
 5. Conduct searches for evidence through warrants or consent of persons involved;
 6. Interrogate those who may be suspects in the case;
 7. The suspect's criminal history should be checked to determine involvement in similar cases;
 8. The use of a photo-lineup may be necessary to form a positive identification of the suspect;
 9. Determine suspect involvement in any other crimes; and
 10. Prepare the case for presentation to the prosecutor or recommend suspension of the investigation if all leads are exhausted.



Sheridan Police Department
Policies and Procedures
28.2
Chapter 28 – Call Response
Section 2 – Missing Persons

Date: January 1, 2013
Revised: 07/10/2020 & 06/17/2022

Signature:

The Sheridan Police Department will investigate and document all reports of missing persons. Particular care will be exercised in cases of persons who may be mentally or physically impaired. Every child reported as missing will be considered at risk until information to the contrary is confirmed.

28.2.1 General Information

- A. A person is considered missing when his or her whereabouts is unknown and unexplained for a period of time that is considered unusual or suspicious in relation to that person's normal behavior patterns or routines.
- B. An adult who appears to be physically and mentally healthy, left home voluntarily, and there appears to be no evidence the person is in danger will not normally be considered a missing person. In these instances, the reporting officer should explain to the complainant that the police have no authority to compel the adult to return home. While these situations may not always merit investigative resources, the complaint shall still be documented in an incident report.
- C. The role of the responding officer is critical in identifying the circumstances surrounding missing persons and in identifying persons at risk. Officers shall conduct thorough investigations of missing persons, with particular care in instances:
 - 1. Involving missing children;
 - 2. Where there appears to be immediate danger or harm to missing persons including suicidal threats or when there is evidence of foul play;
 - 3. Involving people who through mental or physical impairment cannot care for themselves; and
 - 4. Involving elderly persons that are believed to be lost.
- D. Jurisdictional conflicts are to be avoided. If a missing person either resides in, or was last seen in Sheridan, a missing persons report will be completed by the responding officer. When in doubt as to the last known location of the person, officers shall investigate to the fullest extent possible and make a report.

28.2.2 Procedures/Responsibilities

- A. Dispatchers shall obtain initial information and dispatch an officer to the scene of the report.
- B. Dispatchers should obtain sufficient information to alert other officers about the circumstances of the person's disappearance.
- C. In the event of a reported possible abduction, the dispatcher will obtain and broadcast all available information on the suspect, vehicle and direction of travel.

- D. The assigned officer will respond promptly to the scene of the report. Officers will obtain all of the pertinent information including, but not limited to, the following:
1. Full name;
 2. Date of birth;
 3. Race;
 4. Sex;
 5. Height and weight;
 6. Hair and eye color;
 7. Scars, marks, tattoos and location of each;
 8. Clothing description, if known;
 9. Other identifying characteristics;
 10. Last known contact time and location;
 11. A recent photo of the person;
 12. Recent behavior of the missing person;
 13. A description of the habits, routines and personal interests of the person;
 14. Recent history of problems or trauma such as illness, domestic violence, substance abuse, history of mental illness, use of prescription drugs;
 15. A list of any personal belongings, money and other valuables that might also be missing; and
 16. Extent of any search conducted for the missing person.
 17. Cellular telephone number and carrier information.
- E. As part of the preliminary investigation, the responding officer will, at a minimum:
1. Broadcast to all units, the person's name, age, physical description, clothing description, point last seen and any other specific information that might assist in locating the person;
 2. Contact friends or witnesses and check possible locations obtained through statements by the complainant or witnesses;
 3. Promptly notify his or her immediate supervisor if information is obtained indicating the reported person falls under the criteria of section 28.2.1.C.
- F. The supervisor will notify the patrol operations commander when a reported person falls under the definition of section 28.2.1.C or when the time of day, weather conditions and/or length of time missing mandates immediate action be taken.
- G. The patrol operations bureau commander will make a judgment as to further manpower needs.
- H. As soon as possible, the responding officer will submit the known information to communications staff for the information to be entered into NCIC or Wyoming Highway Patrol's Endangered Person Alert (EPA).
- I. After an investigator has been assigned to the case, the investigator shall contact the reporting party. During this follow-up interview, the investigator will ensure the reporting party receives contact information so they may report additional information or receive information concerning the status of the case. The department may assign a person to act as a liaison with the victim's family and maintain routine ongoing contact with the missing person's closest relative(s) concerning the progress of the investigation.
- J. Ongoing investigations of missing persons may require specific additional actions when appropriate, such as:
1. Contacting hospitals and/or coroner's offices;
 2. Providing identification and related information to other law enforcement agencies;

3. Providing information to local news media;
 4. Preparing social media alerts with a picture of the missing person and descriptive information; and
 5. Obtaining dental chart records, DNA, and/or fingerprints.
- K. If an officer or investigator locates a subject that has been reported as missing, the locating officer shall:
1. If a competent adult missing person is located, officers shall advise the person that he or she was the subject of a missing-person investigation and:
 - a. Ascertain if the person wishes his or her family or the reporting party notified of his or her whereabouts; and
 - b. Arrange to notify the reporting party or family member, if permitted.
 2. Contact the reporting party or a responsible person to whom the found person may be released.
 3. If there are circumstances which lead the officer to believe that releasing the person would not be in the person's best interest, the officer should make other arrangements for the person's safety.
 4. Returned missing persons will be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
 5. Cancel requests to locate the person. If the individual was entered into NCIC, the entry shall be removed.

28.2.3 Missing Children

- A. There are four types of missing juvenile cases: the non-family abduction case, the family abduction case, the runaway, or the lost child case.
1. See section 28.3 for abduction cases.
 2. The runaway child incident involves a child who could be in great danger depending upon factors such as age, maturity and intelligence.
 3. The lost child incident generally involves a child who is dependent upon a parent's direct care due to young age, maturity or diminished mental or physical capacity.
- B. Officers taking initial missing children reports will obtain sufficient information from the person making the report to properly classify the incident and initiate an appropriate response. In addition to information listed in section 28.2.2.D the officer should obtain:
1. The apparent reason for the juvenile's disappearance;
 2. Whether the subject has been missing on prior occasions and where the subject was located;
 3. Whether the juvenile was recently involved in a crisis or traumatic situation, such as an altercation or domestic incident;
 4. Whether the missing juvenile is on medication, including the reason for the medication;
 5. Signs of behavioral problems,
 6. Any current custody disputes involving the child; and
 7. The name and location of the school attended by the missing juvenile.
- C. Officers will be alert for information that may suggest an abusive home environment or a dysfunctional family situation.
- D. Officers should obtain permission to search the home or building where the child was last seen. An immediate, thorough search of the missing child's home will be conducted even if the

- child was reported missing from a different location. If the child is not located at the home or last seen location, a thorough search of the neighborhood will be conducted. Searches should include any closed or locked spaces or rooms such as vehicles, closets or chests, outbuildings such as sheds or garages, and any other places of concealment. Searching of neighbor's homes should be done when permission has been granted.
- E. Missing persons under the age of twenty-one (21) will be entered into NCIC within two (2) hours.
 - F. Reporting officers will explain to the parent or legal guardian that if the juvenile is located outside the geographic boundaries of Sheridan, they will be obligated to arrange and pay the costs of transporting the juvenile home. The reporting officer will obtain the signature of a parent or legal guardian to acknowledge his or her agreement with this requirement.



Sheridan Police Department
Policies and Procedures
28.3
Chapter 28 – Call Response
Section 3 – Child Abduction

Date: January 1, 2013
Revised: 07/10/2020 & 06/17/2022

Signature:

Child abduction cases shall receive a complete, thorough, and timely investigation.

28.3.1 Initial Response

- A. The purpose of the initial response is to gather sufficient information to determine what occurred. The accuracy of this determination or assessment is critical in that an actual abduction requires prompt and detailed investigation.
- B. A rapid and thorough investigation may develop additional information that will indicate that the matter is not an abduction. It may be a pretense to cover up a homicide or domestic problem of the reported missing victim, or a child may be lost, injured, or has run away.
- C. It is important to remember that both the last place the child was reported to have been seen, and the child's residence are both potential crime scenes. Officers shall minimize the amount of activity at both scenes to prevent potential evidence from being destroyed. Officers should direct supportive family and friends to gather at a different location than the victim's house.
- D. The initial assessment should include the following pertinent considerations:
 - 1. Witnesses' accounts of the incident (if any);
 - 2. Victim's age (toddlers do not run away but can wander and become lost);
 - 3. Activity the victim was engaged in when last seen;
 - 4. History of disappearances;
 - 5. Prior history of the family (child abuse/neglect calls, disturbances); and
 - 6. Previous similar incidents in the area that were reported to police (i.e. - attempted abductions, prowlers, suspicious persons).

28.3.2 Receipt of Initial Complaint

- A. Dispatchers' Responsibilities
 - 1. Dispatchers need to obtain the basic facts from the caller to include a brief description of the victim, suspects, and any vehicles involved and assign an officer to handle the call.
 - 2. Broadcast all critical details to other officers and other agencies and consider using the National Law Enforcement Telecommunications System (N.L.E.T.S.) for regional and national notification.
- B. Initial Officer's Responsibilities
 - 1. The initial officer should verify the accuracy of the complaint information, description of the victim, circumstances at the time of the disappearance, health, and custody status of the child.

2. The initial officer should determine what has already been done to locate the missing child, noting the nature of these efforts and the complainant's disposition or level of emotion (i.e. - frantic, concerned).
3. Conduct a search of the immediate area, especially areas where the child may hide, including areas inside of the victim's residence.
4. Locate any witness(s) to the incident, to include the complainant and the last person to have had contact with the victim. Separate the witnesses and conduct interviews comparing details known to each individual.
5. Identify the exact place the victim was last seen and secure the scene until it can be searched and examined for possible evidence.
6. Identify and secure the areas where the child regularly visits or plays as a potential crime scene or source of relevant information.
7. Determine the time frame from when the victim was last seen and when the victim was discovered missing. This "window of opportunity" is critical (realize that persons responsible for a child may attempt to reduce the window of opportunity). Keep the window of opportunity in mind when conducting interviews of possible witnesses.
8. Evaluate all information gathered noting any discrepancies or conflicting information. Attempt to immediately resolve differences.
9. Based upon the information developed, make an initial assessment as to the type of incident: abduction, parental kidnapping, runaway, or possibly a false report to conceal some other type of incident (i.e. - homicide, accidental death, or other problems).
10. If not enough information is developed to formulate an assessment as to the type of incident, treat the disappearance as an abduction until information is developed to suggest otherwise.
11. Update local and regional broadcasts and ensure information about the missing child is entered into the NCIC missing person files.
12. Notify and request response of a supervisor upon initial determination of an abduction.

C. Initial Follow-Up

1. The initial officer should request additional personnel as needed to assist with the investigation including supervisory personnel and/or detectives.
2. Establish a command center separate from the crime scene and/or victim's residence. Initiate the incident command system.
3. Brief responding units with complete details as known and update dispatch as to new pertinent information.

D. Patrol Supervisor's Responsibilities

1. Assign personnel to initiate a search including a neighborhood canvas.
2. Assign personnel to secure any and all possible crime scenes.
3. Assign personnel to establish and maintain liaison with the victim's family and initiate a detailed account of the victim's lifestyle and personality to assist in determining the nature of the disappearance, the risk level of the victim, and the type of person who could have committed the crime. (Refer to section 28.3.5).
4. Ensure that documentation is kept in regards to all personnel on sites and their assignments.
5. Review all developed information.

6. Determine what additional resources are needed and assign personnel to contact and obtain resources.
7. Ensure all information on the victim is accurately entered and updated into the NCIC missing person files.

28.3.3 Motivation for Abductions

Personnel need to keep an open mind about possible motivations for child abductions to include:

- A. Sexual - Children abducted primarily for sexual gratification of the offender.
- B. Killing - Children abducted to be killed by the offender. For some individuals, the act of killing itself may bring arousal or gratification.
- C. Non-Traditional – Usually very young children abducted predominately by women to fill a perceived void in the offender's life.
- D. Ransom - Children abducted to obtain financial benefit from the victim's family.
- E. Profit – Children abducted to obtain financial benefit from a third party.
- F. Family – Children abducted by a relative.
- G. Miscellaneous – Children abducted for a wide variety of reasons related to criminal activities. Common examples include crimes such as stealing a vehicle with the children in it, taking a child as a hostage to facilitate escape, and abducting a child in retaliation for a personal or criminal dispute or to prevent testimony in court.

28.3.4 Searches

- A. Searches are of two types, crime scene search and general area search. All searches must be well coordinated, controlled, and conducted preferably by personnel trained in search and rescue techniques. If volunteers are used, they must be closely supervised and their actions documented. The identity of all participating personnel should be verified and recorded to include the areas they searched and the times that they searched.
- B. Crime scene search
 1. The goal of any crime scene search is to properly document, collect, and analyze all items of physical evidence within a targeted area. Each crime scene investigation should incorporate the general categories of documentation listed below:
 - a. Documentation of all major events, times, and movements related to the crime scene effort.
 - b. Documentation of the general appearance of the crime scene as it is initially observed.
 - c. A photographic log providing a detailed description of each photograph.
 - d. A crime scene diagram documenting the location of each item of recovered physical evidence.
 - e. An evidence recovery log documenting the collection of each item of seized physical evidence.
- C. Crime scene search areas consist of the abduction site or if unknown, the area the victim was last seen, the victim's residence to include his or her bedroom, the evidence recovery sites, areas of any documented sighting of the victim, and if applicable, searches of the offender's residence, vehicles, storage area, and other places that the offender is known to have access to.
 1. Victim's Residence/Room
 - a. Process for physical evidence to include latent fingerprints, fibers, forensic type of evidence and weapons.

- b. Attempt to obtain samples of the victim's hair (hair brushes, hooded clothing, hats, pillow cases).
 - c. Attempt to obtain unwashed clothing of the victim's for possible forensic evidence.
 - d. If known fingerprints of the victim are unavailable, attempt to develop latent prints from items known to have been handled by the victim.
 - e. Obtain elimination fingerprints from anyone known to have access to that area.
 - 2. Abduction and Recovery Site
 - a. Seal off and restrict access, logging identities of all persons entering the area.
 - b. Process for physical evidence to include latent fingerprints, forensic type of evidence, weapons.
 - 3. Subject Search
 - a. Obtain known samples of blood, saliva, hair, and pubic hair, fingernail scraping, dental impressions, photographs.
 - b. Obtain fingerprints (offender's major case prints and presence of victim's latent prints).
 - c. Process the offender's residence, storage areas, vehicles (including rentals and any other vehicles the offender may have had access to), and trash containers for physical evidence to include latent fingerprints, forensic type evidence, and weapons. Search employment sites to include lockers, vehicles, and computers.
 - d. Seize any available computer logs, diaries, articles of interest (newspaper clippings, etc.), video recordings, photographs, negatives, address books, receipts, credit card receipts and records, telephone billings, gasoline receipts, and cash withdrawals.
 - e. Search for clothing, especially any matching eye witness account of what the offender was wearing at the time of the incident (any evidence of laundering clothes or disposal of the same).
 - f. Check for recent sales, repair, and maintenance of vehicles, including recent cleaning of exterior and interior.
 - g. Consider additional forensic technology that may not have been available during initial crime scene search (alternate light sources, etc.)
- D. The general area of search includes any uninhabited area not far from the victim's residence or the area the victim was last seen, including bodies of waters and other areas that might attract curious children (vacant building, holes, underpasses, neighbor's backyard), neighborhood hang-outs, abandoned vehicles, and secluded area the offender(s) could have used to assault and/or dispose of the victim. General area searches should:
- 1. If possible, be completed by trained search and rescue teams.
 - 2. Use a systematic approach.
 - 3. Be conducted after K-9 units have completed their searches.
 - 4. Use high ground or aerial resources to oversee the search area.
 - 5. Include the search of dumpsters and coordination with trash companies for information about trash collection.
 - 6. Documentation of the search and any recovered evidence.
 - 7. Documentation of all search participants.

28.3.5 Detailed History

- A. A detailed account of the victim's lifestyle and personality assists in determining the nature of the disappearance, the risk level of the victim, and the type of person who could have committed the crime. Complete information regarding the victim's physical description, normal behavior patterns, the family dynamics, and known friends and acquaintances should be obtained as soon as possible.
- B. Physical Characteristics
 - 1. Obtain a complete detailed description of the victim, including birth marks, scars, tattoos, and peculiarities.
 - 2. Obtain detailed description of all items of last known clothing, jewelry worn, or personal belongings (such as backpacks or purse), including brand name, size, and date and location purchased.
 - 3. Obtain current photographs or recent video recordings.
 - 4. Document any recent physical changes.
 - 5. Determine if the victim has any disabilities or injuries.
 - 6. Obtain medical and dental records to include x-rays, eyeglass prescriptions, and any medication being taken at the time of the abduction.
 - 7. Determine normal style of dress.
- C. Behavior and Personality
 - 1. Develop and verify detailed timeline of victim's last known activities up to the time noticed missing.
 - 2. Determine habits, hobbies, interests, and favorite activities.
 - 3. Note any recent changes in behavior or activity patterns, any unusual recent events, or recent stressors (failed relationships, pregnancies, school problems, etc.).
 - 4. Identify normal activity patterns to include areas the victim frequents or in which he or she regularly plays.
 - 5. Identify and separately interview close friends, school mates, teachers, class counselors, church youth leaders, and other significant persons.
 - 6. Determine verbal skills and how the victim normally interacts with others.
 - 7. Determine any history of drug or alcohol abuse or gang activities.
 - 8. Identify and interview boyfriends and girlfriends.
 - 9. Identify memberships to any clubs, sports teams, or other organizations.
 - 10. Obtain and review personal writings, diaries, drawings, school work, including any entries on a personal computer or interest in or interaction with social network sites. Search lockers at school if applicable.
 - 11. Determine any history of running away or discontentment with home life.
 - 12. Identify and interview employment associates or co-workers.
 - 13. Determine the victim's history of victimization (being the victim of other crimes).
 - 14. Determine victim's online habits to include social media and gaming accounts.
- D. Family Dynamics
 - 1. Identify and separately interview all immediate and extended family members.
 - 2. Determine who has normal parental control over the victim and the relationship and location of the same.
 - 3. Determine the relationship of the victim with the immediate family members.
 - 4. Prepare a detailed timeline of the significant family member's whereabouts during the "window of opportunity".

5. Determine if there are any custody visitations disputes between parents.
6. Document the parental reaction to the disappearance.
7. Determine parents' employment and interview employers and co-workers as to recent behavior of parents.
8. Determine the level of parental supervision normally provided to the victim.
9. Determine any history of drug or alcohol abuse by family members.
10. Identify recent stressors within the family (termination of employment, separation, death, fight).
11. Identify any criminal history activity and/or psychiatric history of all family members.
12. Determine family financial status including any large or recent debts and insurance policies on victims.
13. Identify and interview all babysitters / caretakers of the victim.
14. Consider and evaluate the culture of the family and any bearing that may have on the incident.
15. Determine whether or not the Department of Family Services or similar agencies have responded to the residence and if so, the nature of the incident.

28.3.6 Liaison with the Victim's Family

- A. The responding law enforcement officials must keep in mind the emotional needs of the victim's family. A contact person will be appointed to establish and maintain appropriate liaison with the family (not to be the lead investigator).
- B. Regularly update the family as to the status of the investigation within the boundaries of investigative integrity and legal properties.
- C. Address the emotional aspects the family is experiencing, furnishing counseling if applicable and contact the Victim/Witness Assistance Program.
- D. Consent from the victim's family is necessary for initiating some of the following techniques. Absent consent a court order should be sought.
 1. Install a trap or trace on the family's phone.
 2. Establish a secured tactical phone inside the residence for law enforcement use when applicable.
 3. Record and document all incoming calls.
 4. Retain a log of all activities and events.
 5. Discuss family role and possibly ransom payoff.
 6. Monitor and coordinate the activities of support agencies.

28.3.7 Neighborhood Investigations

The objective of a neighborhood investigation is to identify and interview, in person, all individuals within the abduction or last known sighting area during the "window of opportunity". Unless a neighborhood investigation is conducted immediately and thoroughly, valuable information that may assist in the resolution of the disappearance may be lost.

- A. Conduct a neighborhood investigation at each location the child is known to have been (abduction, recovery, disposal site) and any place the child was reported to have been seen or was likely to have visited.
- B. Conduct the neighborhood investigation as soon as possible upon receipt of the missing person complaint to verify and document the last sighting of the victim.
- C. Clearly define parameters for the neighborhood as to what areas to be included.

- D. Interview each occupant of a residence separately from other occupants.
- E. Obtain consent to conduct a search of the residence and vehicles for the child emphasizing this is for the safe return of the child.
- F. Determine the dynamics of the neighborhood including recent criminal activity in the area.
- G. Develop the identity of current and recently relocated neighbors or any relevant criminal history and/or unusual behavior of the same.
- H. Identify guests of neighbors who frequently visit and/or have extended stays.
- I. Identify all registered or known sex offenders residing in or adjacent to the area.
- J. Identify area businesses (bars, liquor stores, convenience stores, banks) that use video equipment for security purposes. Review recordings for possible lead information.
- K. Document the presence of all vehicles within the area. Conduct vehicle registration inquiries on these vehicles and match the names of the registered owners against the neighborhood investigation interviews.
- L. Identify any contractors or businesses recently conducting work projects in the area.

28.3.8 Media Strategies

- A. The media can provide valuable assistance in the resolution of a child abduction case. Positive relationships will minimize criticism of investigative efforts, deter untimely interviews with the victim's family and/or witnesses and discourage the premature release of information.
- B. Utilize the media as appropriate to immediately disseminate posters and descriptions of missing children.
- C. Coordinate all press releases through the public information officer.
- D. Schedule regular briefings to deter attempts by the media to discover details that might obstruct investigative activities.
- E. Release only details of the investigative activities that are deemed essential to the recovery of the child. Always consider the risk to the child created by releasing information.

28.3.9 AMBER Alerts or EPA (Endangered Person Alert)

- A. The investigating officer in consultation with the supervisor shall determine if activation of the AMBER Alert system is appropriate.
- B. Wyoming's AMBER plan (America's Missing Broadcast Emergency Response) is a voluntary partnership between law enforcement and broadcasters to send out an emergency alert when a child has been abducted and it is believed the child's life is in grave danger.
- C. The AMBER plan is only activated by law enforcement and only for serious child abduction cases. It is not for runaways or custody disputes unless the circumstances are life threatening for the child. The following is required for activation:
 - 1. Law enforcement believes a child has been abducted;
 - 2. The child is seventeen (17) years of age or younger;
 - 3. Law enforcement believes the victim is facing imminent danger, serious bodily injury or death; and
 - 4. Sufficient information is available to disseminate to the public that could assist in locating the child, suspect or suspect vehicle.
- D. AMBER alerts shall be requested by submitting the AA form provided by Wyoming Highway Patrol, located in the communications center, to the Wyoming Highway Patrol's dispatch center.

E. Circumstances involving a missing child that do not meet the AMBER Alert criteria may still qualify for an EPA. Supervisors should consider an EPA. EPAs are also coordinated through the Wyoming Highway Patrol.



Sheridan Police Department
Policies and Procedures
28.4
Chapter 28 – Call Response
Section 4 – Domestic Violence

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The Sheridan Police Department's response to domestic violence will be guided by the nature of the abusive act and not the relationship between the victim and the abuser. Law enforcement officers will make arrests whenever probable cause and legal authority exists. Officers will provide victims with information and protection and encourage referrals for needed services. It is the intent of this policy to aid the officers in conducting an investigation, which will aid in reducing the number of repeat family violence incidents in Sheridan.

Definitions

- Domestic Abuse - Physical abuse, threats of physical abuse, attempting to cause or causing physical harm, or acts which unreasonably restrain the personal liberty of any household member, by any other household member. Placing a household member in reasonable fear of imminent physical harm, or causing a household member to engage in involuntary sexual activity by force, threat of force, or duress.
- Household Members - Household members means persons married to each other, persons living together as if married, persons formerly married to each other, persons formerly living with each other as if married, parents and their adult children, other adults sharing a common living quarters, parents of a child who do not live together and persons who are in, or have been in, a dating relationship.
- Adult - As used in the family protection act, adult means a person who is sixteen (16) years of age or older or legally married.

28.4.1 Enforcing Domestic Violence Law

- A. When responding to reported incidents of domestic violence, officers shall take reasonable steps to stop and/or prevent violence, render aid, protect victims, enforce the law, and maintain order. Responding officers will park patrol vehicles a safe distance from the scene and conduct a listening halt, if there is no indication of exigent circumstances.. At least two officers will initiate contact when there is no indication of exigent circumstances.
- B. Upon initial response, if refused entry, the officers should be persistent about seeing and speaking alone with the victim. If access to this person is refused, the officers should request the dispatcher attempt contact with the victim by phone. If access is still refused and the officers have reason to believe someone is in imminent danger, the officers may enter the residence to check the person's welfare [see section 10.4.2.C.2(j)]. If entry must be forced,

immediate notification will be made to the shift supervisor and the shift supervisor shall respond to the scene.

[REDACTED]

[REDACTED]

[REDACTED]

- D. Officers shall make a reasonable attempt to identify and utilize resources to assist in their interactions with non-English speaking citizens or citizens with communication disabilities. However, the officer should, whenever possible, avoid the use of friends, family or neighbors serving as the primary interpreter for the investigation.
- E. The officer shall attempt to gain the victim's trust and confidence by showing understanding, patience, and respect for personal dignity, and using language appropriate to the age, educational level and emotional condition of the victim.
- F. An arrest is expected when an officer has probable cause to believe a person has violated a domestic violence protection order within the past twenty-four (24) hours in compliance with Wyoming Statute 7-20-102(b). At least two officers will effect such arrests barring any exigent circumstances.
- G. An arrest is expected when an officer has probable cause to believe any household member has committed an assault or battery, aggravated assault, reckless endangerment, or strangulation, upon any other household member within the past twenty-four (24) hours in compliance with Wyoming Statute 7-20-102. Arrests may be without a warrant regardless of whether or not the violation was committed in the presence of the officer. (Reference Wyoming Statutes 6-2-501, 6-2-502, 6-2-504 and 6-2-509) At least two officers will effect such arrests barring any exigent circumstances.
- H. Probable cause should be determined by examining the following factors:
 - 1. Officer's observations;
 - 2. Statements made by witnesses and parties involved;
 - 3. Evidence of physical injuries;
 - 4. Medical reports;
 - 5. Examination of orders of protection;
 - 6. Confessions made by the alleged perpetrator; and
 - 7. Any other evidence which shows that an assault, battery, or violation of a protection order has taken place and the person to be arrested is the perpetrator.
- I. The following factors should not prevent an arrest from being made:
 - 1. Marital status; sexual orientation; race; religion; profession; age; disability; cultural, social or political position; or socioeconomic status of either party;
 - 2. Ownership, tenancy rights of either party, or the fact the incident occurred in a private place;
 - 3. Victim's request that an arrest not be made;
 - 4. Belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction;
 - 5. Verbal assurances that the abuse will stop;
 - 6. The fact that the suspect has left the scene;
 - 7. Disposition of previous police calls involving the same victim or suspect;
 - 8. Denial by either party that the abuse occurred when there is evidence of domestic abuse;

9. Lack of a court order restraining or restricting the suspect;
 10. Adverse financial consequences that might result from the arrest;
 11. Chemical dependency or intoxication of the parties;
 12. Assumptions as to the tolerance of violence by cultural, ethnic, religious, racial or occupational groups;
 13. Absence of visible injury or complaints of injury; and
 14. Presence of children or the immediate dependency of children on the suspect.
- J. Officers making an arrest should inform the arrestee and the victim that domestic violence is a crime and the State of Wyoming, not the victim, is responsible for decisions regarding whether charges are filed.
- K. For incidents of domestic violence in which an arrest has been made or the case referred for prosecution, the investigating officer shall complete a thorough investigation to include:
1. A clear explanation of the relationship between all involved parties to include where they reside.
 2. A detailed statement from the victim using the victim's exact words whenever necessary.
 2. A detailed description of the victim's emotional state with an emphasis on how they felt during the incident.
 3. A detailed description of observable injuries. The victim should be asked whether he or she has injuries that may not be visible.
 4. Information about past abuse. History of abuse or violence is used by the prosecutor in determining the best course of legal action. Documented past abuse can be used as evidence. This information is also helpful to other agencies in determining the appropriate level of intervention.
 5. A detailed statement from the alleged perpetrator. Whenever necessary, use his or her exact words. Document his or her emotional state and any threatening comments the perpetrator makes to the victim or police officer.
 6. A description of the scene and any evidence of an altercation.
 7. Statements from all witnesses. If there are any children present in the household, their welfare should be checked and statements obtained from them. Record the full name, address, and telephone number of each witness present.
 8. Information necessary to charge other offenses such as destruction of property or criminal trespass.
 9. It is particularly important to document the officer's conclusion about any injuries. Injury is not, in itself, sufficient evidence to establish probable cause an assault occurred. The officer must conclude from all of the evidence that the injury was intentionally inflicted in an act other than self-defense;
 10. Officers should collect any evidence which would go to prove that a violation of law has occurred. This would include photographs of the scene, photographs of the victim and suspect, and collection of any type of evidence such as weapons or bloody or torn clothing. All photograph series will start with a macro view of a scene, item of evidence or person and conclude with a scaled and un-scaled micro view.
 11. If an officer makes multiple arrests, the report should separately document how probable cause was established for each individual arrested. Arresting both involved parties should only rarely be made. Officers must investigate carefully to discern defensive acts versus aggressive acts with the goal of arresting the primary aggressor.

- L. In cases where no arrest is made on scene and where there is probable cause to file criminal charges, the case shall be immediately referred to the prosecuting attorney for determination of filing of charges.
- M. In all domestic dispute responses, regardless of an arrest, officers will provide the involved parties with the department's resources for relationship brochures. This will be documented in the case report summary so it can easily be tracked.
- N. Officers shall not threaten, suggest, or otherwise indicate the possible arrest of all parties specifically to discourage a request for intervention by law enforcement.
- O. In cases where no arrest is made, the officer should not leave the scene of the incident until the situation is under control and the likelihood of further violence has been eliminated. If the victim is leaving, the officer should remain at the scene for a reasonable period of time while the victim gathers necessities for a short-term absence from home. The officer should ask a victim who is leaving the home for his or her temporary address and phone number out of hearing of the other party.
- P. If the victim requests to go to a shelter, they shall be referred to the Advocacy & Resource Center (A&RC). The officer shall arrange for, or provide transportation to a meeting with (A&RC) or an alternative location of the victim's choice in the local area.
- Q. Officers shall see to the appropriate care of children as victims or dependents.
 - 1. In child abuse situations, the officer shall contact the on-duty Department of Family Services (DFS) caseworker.
 - 2. If, as a result of arrests and/or hospitalizations, there is no parent, legal guardian, or relative to either care for the children or direct the officer as to the appropriate temporary placement of the children, the officer should contact DFS for purposes of determining placement.
- R. When an elderly or disabled adult is either a victim of the violence or reliant on the victim or suspect who can no longer provide care, the officer should make appropriate arrangements for the person's care.
- S. The officer should, when appropriate, request the victim sign a release of medical records.
- T. Whenever the investigating officer suspects drug or alcohol use to be a factor they should offer presumptive testing to both suspect and offender and document the results in the incident report.
- U. A follow-up investigation may be required and could include:
 - 1. Interviewing victims who were physically or emotionally unable to be properly interviewed or to provide a complete statement.
 - 2. Taking photographs of victim injuries, which may not have been apparent and/or visible at the time of the initial response.
 - 3. Interviewing neighbors or other potential witnesses.
 - 4. Ascertaining if the suspect is on parole, probation and/or pretrial release and obtaining the name and phone number of the appropriate probation/parole officer.

28.4.2 Exceptions to Arrest

- A. An exception may be made to the expectation of an arrest when an officer believes, based on his or her careful judgment of the situation, that an arrest would clearly be counter-productive to the safety or welfare of the victim and/or household member. The decision not to arrest shall be confined to such circumstances and shall be articulated in the narrative report.

- B. When evidence of mutual combat is present, the situation does not necessarily dictate the arrest of both parties. Officers must determine whether any injuries were inflicted as a result of self-defense. Reasonable force to defend oneself does not include seeking revenge or punishing the other party.
- C. Efforts should be made to identify the primary aggressor. The primary aggressor is the person determined to be the most significant, rather than the first aggressor. If the officer determines that one person was the primary physical aggressor, the officer need not arrest both parties. In determining whether a person is the primary aggressor the officer shall take into account the totality of the circumstances by considering the following:
 1. The intent of the law to protect the domestic violence victim;
 2. Any threats, real or implied, which instill fear of physical violence by one partner toward another;
 3. Any history of violence between the partners;
 4. If either partner acted in self-defense;
 5. Height and weight of the parties;
 6. Criminal history;
 7. Level of violence;
 8. Demeanor;
 9. Corroborating witnesses;
 10. Use of alcohol or other drugs;
 11. Offensive versus defensive injuries and consistency of injury with the explanation;
 12. Seriousness of injuries;
 13. Presence of fear;
 14. Existing court orders; and
 15. Who reported the incident.

28.4.3 Documentation

- A. In all incidents of domestic violence, a report shall be written and shall be identified on the face of the report as a domestic violence incident in compliance with Wyoming Statute 7-20-107. A written report shall be made irrespective of the outcome of the call or whether an arrest was made. A written report will be made irrespective of the wishes of the victim or the presence or absence of the suspect. An officer shall make no statements which would tend to discourage a victim from reporting an act of domestic violence.
- B. Subsequent violations for domestic violence are subject to enhanced penalties. Officers will refer to a suspect's criminal history to inquire and document past court proceedings in a domestic violence incident report.

28.4.4 Notification to Victim

- A. Officers shall inform any victim of domestic violence as soon as possible of:
 1. The availability of programs that provide services to victims of battering in the community including services available through the Advocacy & Resource Center and any other related agencies.
 2. The Wyoming Crime Victims Bill of Rights.
- B. Following an arrest for domestic violence, officers are required by Wyoming Statute 7-20-104 to inform the victim of the rights set forth in that section.

28.4.5 Family Violence Protection Orders

- A. Protection orders issued pursuant to the Family Violence Protection Act are enforceable by law enforcement. Officers may arrest for violations of an Order of Protection. An arrest is expected when the officer has probable cause to believe a person has violated a domestic violence order of protection within the past twenty-four (24) hours, as authorized by Wyoming Statute 7-20-102(b). The following conditions must be met before an arrest can be made:
 - 1. An issued order of protection must state on its face the time for which the order is valid and must specifically restrain or enjoin a household member from the following:
 - a. Entering onto premises;
 - b. Physical abuse;
 - c. Threats of personal abuse;
 - d. Acts that unreasonably restrain the personal liberty of any household member;
 - e. Abducting, removing or concealing any child in the custody of another household member; or
 - f. Transferring, concealing, encumbering or otherwise disposing of petitioner's property or the joint property of the parties.
 - 2. A true copy and proof of service of the order has been filed with the sheriff's office having jurisdiction of the area in which the moving party resides.
 - 3. The person named in the order has received notice of the injunctive order;
 - 4. The person named in the order is acting in violation of the order or the officer has probable cause to believe that the person violated the order within the preceding twenty-four (24) hours; and
 - 5. The order states on its face that a violation of its terms subjects the person to a criminal penalty in violation of Wyoming Statute 6-4-404.
- B. Violation of valid foreign protection orders (orders issued by a court outside of Wyoming) is a crime. Foreign orders are deemed valid if the issuing court had jurisdiction over the parties and matter under the law of the state, tribe, or territory. There shall be a presumption in favor of validity where an order, on its face, appears in compliance with these requirements. Violators of foreign protection orders should be charged with violating Wyoming Statute 6-4-404 and whatever act they did to violate the order, i.e. battery, etc.(ref: Wyoming Statute 35-21-109a.)

28.4.6 Federal Violations

- A. Interstate Domestic Violence 18U.S.C. 2261(a)(1) and (2)
 - 1. It is a federal crime to travel across a state line or enter or leave Indian country with the intent to kill, injure, harass, or intimidate that person's spouse or intimate partner, and in the course of or as a result of such travel, intentionally commits or attempts to commit a crime of violence against the partner.
 - 2. It is a federal crime to cause a spouse or intimate partner to cross a state line or enter or leave Indian country by force, coercion, duress, or fraud and, in the course of or as a result of that conduct, commits or attempts to commit a crime of violence.
- B. Interstate Stalking 18U.S.C. 2261A(1)
It is a federal crime for a person to travel across a state line with the intent to kill, injure, harass, or place under surveillance with the intent to kill, injure, harass, or intimidate another person, and in the course of, or as a result of, such travel places that person or that person's immediate family in reasonable fear of death or serious bodily injury or substantial emotional stress.

- C. Interstate Travel to Violate a Protection Order 18U.S.C. 2262(a)(1) and (2)
 - 1. It is a federal crime for a person to travel across a state line or enter or leave Indian country with intent to engage in conduct that violates the portion of a protection order that prohibits violence, threats of violence, repeated harassment or bodily injury to the person or persons for whom the protection order was issued.
 - 2. It is a federal crime for a person to cause a victim to cross a state line or enter or leave Indian country by force, coercion, duress, or fraud and in the course or as a result of that travel, to engage in conduct that violates the order of protection.
- D. Cyber Stalking 18U.S.C. 2261A(2)
It is a federal crime to use the mail, or any facility of interstate commerce including the internet to engage in a course of conduct that causes substantial emotional distress or fear to the person or his or her immediate family with intent to:
 - 1. Kill, injure, harass, or place under surveillance with the intent to kill, injure, harass or intimidate, or
 - 2. Cause emotional distress, or place in fear of death or serious bodily injury a person in another state.
- E. Gun Control Act 18 U.S.C. 922(g)
 - 1. It is unlawful for any person to possess a firearm while subject to an order restraining them from harassing, stalking, or threatening an intimate partner.
 - 2. It is unlawful for any individual who has been convicted of a misdemeanor domestic violence charge to own or possess a firearm. There are special rules that apply to determine whether the person should be deemed convicted of the crime as well as for those whose convictions have been expunged, set aside, pardoned, or had civil rights restored [see 18 U.S.C. Statute 921(a)(33)].

28.4.7 Law Enforcement Involved Domestic Incidents

- A. Employee Involved Domestic Incidents
 - 1. The Sheridan Police Department policy on domestic violence involving police department employees is designed to ensure that employees and their families are treated with equal protection under the law. Additionally, the department must ensure that sworn officers are evaluated for fitness for duty in instances that may arise from these incidents.
 - 2. Any department employee served with an order of protection or similar civil protection order from any jurisdiction will notify the on-duty supervisor of the order. The employee will provide a copy of that order to a supervisor as soon as possible, but prior to the employee's next scheduled shift.
 - 3. If a member of the department is involved in a domestic incident outside the jurisdiction of the Sheridan Police Department and another law enforcement agency is summoned to the scene, the member will notify the on-duty supervisor at the Sheridan Police Department. This notification will be made regardless of the disposition of the incident by the investigating agency.
 - 4. The supervisor receiving notification by a member involved in a domestic incident in another jurisdiction will immediately notify his or her bureau commander so a determination can be made regarding who will be responsible for the inquiry into the circumstances surrounding the incident. That person will, based on the available information, determine if there are any issues regarding the member's fitness for duty.

5. When an officer is dispatched to a domestic violence call and it is learned an employee of the Sheridan Police Department is involved, the supervisor on duty will be immediately notified and respond to the scene. The procedures outlined in this section will be strictly observed. Additionally, the supervisor will evaluate the circumstances surrounding the event and determine if there are any problems regarding the employee's fitness for duty. The supervisor will notify the bureau commander who will determine if the criminal investigation should be conducted by an outside agency.

B. Law Enforcement Officers from Other Jurisdictions

1. In every case where a reported incident of domestic violence involving a sworn officer of another police jurisdiction occurs in Sheridan, the on-duty supervisor will respond. The supervisor will conduct an inquiry with the responding officers to determine the circumstances of the incident. If the officer from the other jurisdiction displays, or is alleged to have displayed, behavior that might affect his or her ability to perform as a police officer, or is alleged to have committed a crime during a domestic violence incident, the on-duty supervisor will notify a supervisor from the employing agency.
2. The supervisor will notify the bureau commander of the incident.



Sheridan Police Department
Policies and Procedures
28.5
Chapter 28 – Call Response
Section 5 – Sexual Assault

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The Sheridan Police Department recognizes that sexual assaults are personal violent crimes that can have great psychological and physical effects on the victims. It is the policy of the department to assist sexual assault victims in a supportive manner, using appropriate crisis intervention skills. Because of the seriousness of these offenses and the delicate nature of the investigations involved, it is important for the department to professionally and thoroughly investigate all reports.

28.5.1 General Responsibilities

- A. All department employees will treat sexual assault victims with courtesy, dignity, respect, and compassion.
- B. Department personnel shall use appropriate communication skills when interacting with sexual assault victims.
- C. Department personnel shall be aware of community services available to victims of sexual assault.

28.5.2 Communication Technician Responsibilities

Upon receiving a report of a sexual assault or attempt, the communications technician should:

- A. Obtain initial information such as name, present location, telephone number, victim's condition, and basic incident details.
- B. Attempt to ensure the victim's safety:
 1. A patrol officer should be dispatched immediately.
 2. Emergency medical personnel should be requested if needed.
 3. Ask for name of the assailant, if known, description, possible location or direction and means of flight from the scene, and the time elapsed since the crime.
 4. Broadcast a description of the suspect(s) and vehicle(s) to officers and provide to neighboring jurisdictions as appropriate.
- D. If a victim calls but is uncertain whether or not he or she wants police intervention:
 1. Encourage reporting while trying to obtain basic information about the crime.
 2. Do not insist on the victim's identity.
- E. If the victim decides not to make a report to an officer:
 1. Encourage the victim to go to the hospital for treatment and/or evidence collection.
 2. Refer the victim to the Advocacy and Resource Center for advocacy.

28.5.3 Initial Investigation

- A. The responsibility for the initial investigation of sexual assaults rests with the patrol officer dispatched to the scene.

- B. The patrol officer has certain immediate responsibilities, as follows:
 - 1. Providing medical attention and protection to the victim.
 - 2. The officer shall explain his or her role to the victim and what will be done at the scene and through follow-up.
 - 3. If the victim prefers a female officer, every attempt to provide one should be made, but if one is not available, the officer shall nevertheless encourage the victim's cooperation.
 - 4. The assigned officer will conduct a brief interview of the victim. It is important this interview by the responding patrol officer is brief. Neither the investigation nor the victim is served by having to do two detailed interviews. The initial patrol officer's interview should be limited to determine:
 - a. If a crime has been committed and if so, what offense.
 - b. The location of the crime scene.
 - c. Information to identify and/or locate the suspect.
 - d. The victim's relationship to the suspect, and any current safety concerns regarding contact between the victim and the suspect.
 - 5. Preserve the crime scene.
- C. The first officer on the scene must always be aware that the manner in which he or she treats the victim at the time of the crime and afterwards affects not only the victim's immediate and long-term ability to cope with the crime, but also the willingness of the victim to assist in the investigation and prosecution.
- D. After obtaining preliminary information regarding a reported sexual assault, the officer shall notify the on-duty supervisor. (See 28.1.4 for CID response and notifications).

28.5.4 Investigator Responsibilities

- A. The investigator shall review the CID call-out notification and communicate with the patrol supervisor regarding the status of the investigation.
- B. Interviews and Interrogations
 - 1. The effectiveness of an investigator, as well as the success of the investigation, is largely dependent upon his or her ability to obtain information from victims, complainants, witnesses, informants, and suspects. Therefore, it is essential that the interviews and interrogations be conducted by investigators with sensitivity, patience, persistence, and dedication to the task at hand.
 - 2. A quality interview of the victim is the foundation for the investigation and should be conducted with skill and care. The investigator should avoid conducting subsequent interviews.
 - 3. The investigator should anticipate some confusion, memory suppression or reluctance to discuss fear-inducing or humiliating details of the incident. This information should be obtained by patient, supportive rapport building, not by questioning a victim's veracity or motives.
 - 4. "Why questions" that sound accusatory or judgmental about the victim's actions or behavior prior to the assault should be avoided. ("Why did you go to the house?" "Why did you accept a ride with him?") How questions should be used instead ("How did you end up in the car with --?")
 - 6. All interviews should be video recorded.

- C. At the conclusion of the interview, the investigator shall ensure the victim has been advised of his or her rights as a crime victim (see section 25.1) and asked about any additional assistance needed.
- D. The investigator will notify the victim when the suspect is arrested and keep the victim informed of the status of the case.

28.5.5 Evidence

- A. It is important to preserve all articles of physical evidence relevant to the investigation.
 1. Collect undergarments, clothing, bedding, rugs, or other appropriate items which may contain semen, blood, hairs, fibers, or other pieces of trace evidence, or that might be damaged.
 2. Collect washcloths or towels that may have been used.
 3. Collect bottles, glasses, or other objects that may contain latent prints.
 4. Search scene for foreign objects (buttons, hair, pieces of torn clothing).
 5. If the crime occurred outdoors, take soil samples from several areas and sketch the location of each sample taken.
 6. If the crime occurred in a car, gather sweepings from seats and floors, search floor mats and seat covers for stains.
 7. If entry was forced into the victim's residence, gather samples of broken glass, paint samples, and note any pry marks or other signs of forced entry.
 8. Photograph the crime scene.
 9. Photograph bite marks, scratch marks, or other signs of brutality or injury to the victim. Only female officers or medical personnel should photograph private sexual areas of females.
 10. Each article should be separately tagged and packaged.
- B. DNA evidence is now one of the most important and reliable forms of physical evidence establishing the presence of a suspect at a crime scene. Any form of bodily fluid or other trace evidence may be used to identify the suspect's genetic identifiers (i.e. - semen, saliva, urine, blood, hair, skin samples, etc.). Even when the identity of the suspect is not in question, as in acquaintance rape cases, the presence of DNA and of trace evidence may be important.
- C. Officers should canvass the neighborhood of the crime scene for persons who have information regarding the crime.
- D. Officers should systematically search the vicinity of the crime area for any evidence that may have been lost or disposed of by the perpetrator.
- E. If a sexual assault has been reported, the victim should be asked to consent to a sexual assault forensic examination.
 1. Explain the importance of this exam.
 2. Explain that the cost of the investigative exam will be paid by the Sheridan Police Department.
 3. The victim may be transported to the hospital by police, ambulance personnel, or a support person.
 4. The medical needs of the victim are the first priority and take precedence over the sexual assault forensic examination.
 5. The department's preference that a Sexual Assault Nurse Examiner (SANE) performs the exam, if available, should be expressed to emergency room staff.

28.5.6 Delayed Reporting

- A. The 2005 reauthorization of the Violence Against Women Act Statute (VAWA) states that a victim of a sexual assault is not required to participate in the criminal justice system in order to be provided with a forensic medical exam.
- B. In order to comply, a victim may have an examination without notification of law enforcement.
- C. When a sexual assault victim seeks care at the hospital and the victim does not want to make a police report, the victim may have hospital staff conduct a sexual assault forensic examination in the event the victim wants to report the crime at a later time.
- D. The Wyoming Division of Victim Services is responsible for payment.
- E. If collected, the hospital will contact law enforcement for storage of the evidence collection kit. No identification of the victim is required to accept and log such evidence.

28.5.7 Child Victims

- A. Officers responding to complaints of sexual abuse of a child should ensure the safety of the child, determine if a crime scene needs protected and processed, notify the on-duty patrol supervisor and determine need for CID involvement.
- B. Initial reports usually do not require an interview of the child. Relevant information should be obtained from parents, teachers, counselors or other adults. The initial officer should:
 1. Explain law enforcement's role and procedures and enlist the adult's cooperation;
 2. Review with the reporting person the circumstances of the disclosure made by the child victim:
 - a. What, where, when, by whom, and to whom reported;
 - b. Exact words of child;
- C. Interviews of child victims should be conducted by specially trained officers or other trained personnel whenever possible.
 1. The interview should be conducted in a child friendly atmosphere with recording capabilities.
 2. If at all possible, no one other than the child and the interviewer should be present in the interview room to avoid any influence another person's presence may have on the child's disclosure. A child can be reassured the parent or other significant person will be waiting for the child in another room.
 3. The interviewer must:
 - a. Establish a relationship with the child suitable for obtaining the information;
 - b. Obtain a description of the assault; and
 - c. Assess the child's credibility and competency.
- D. Officers will notify and work with Wyoming Department of Family Service (DFS) investigators who have statutory responsibility to investigate abuse of children.
- E. Investigator responsibilities will mirror those outlined above for sexual assaults cases. Investigators must be aware in child victim cases of the special needs of children and the importance of notifications and communications with parents or a responsible adult.



Sheridan Police Department
Policies and Procedures
28.6
Chapter 28 – Call Response
Section 6 – Check Cases

Date: January 1, 2013
Reviewed: 06/17/2022

Signature:

Sheridan Police Department investigation of check cases is to determine if a crime has been committed and if so, to present the case to the Sheridan County Attorney for prosecution, not for debt collection.

28.6.1 Non-Sufficient Fund (NSF), Closed Account and No Account Check Cases

- A. Before accepting a NSF or closed account check case for investigation, the owner of the check must be notified of the bad check and payment demanded in writing via certified mail.
- B. Callers with complaints of insufficient fund or no account cases should be told the procedure for obtaining a NSF check packet and if their amount meets standards in MOU with the Sheridan County Attorney.
 - 1. Packets may be obtained from the records counter during regular working hours.
 - 2. After hours, packets will be available to officers in the report form section of the library.
 - 3. The call taker should obtain sufficient information to determine there are no special circumstances requiring immediate action (see C below.)
- C. In limited cases, such as receipt of information that a suspect is currently passing or trying to pass closed account checks, the patrol division is expected to take appropriate investigatory action.
- D. NSF check packets require:
 - 1. Completion of a questionnaire by the person the check was issued to or a representative of the business the check was issued to, listing:
 - a. Name, date of birth, address, and phone number;
 - b. Business name, address, and phone number;
 - c. Name and physical description of the person passing the check;
 - d. Whether or not identification of the check passer was requested and compared; and
 - e. Any statements made by the check passer regarding the status of the account.
 - 2. The original check.
 - 3. A copy of the letter delivered to the check owner advising the check was bad and demanding payment.
 - 4. Original receipt for the certified mail and return from the post office.
- E. Once completed, the NSF check packet should be returned to the police department.
- F. Certain types of checks will not be accepted for prosecution. These include:
 - 1. Checks older than sixty (60) days;
 - 2. Post-dated checks or checks the receiver agreed to hold before depositing or cashing;

3. Checks that have been turned over to a collection agency (except by the collection agency);
 4. Checks for which partial payment has been made; and
 5. Two-party checks.
- G. Individuals reporting check offenses which do not meet the criteria set out above will be referred to civil court for further assistance.

28.6.2 Forgery

- A. Forgery cases will be handled the same as all other felony case assignments. The patrol division will take the initial call and complete the preliminary investigation. The case may then be assigned to a detective if follow-up is needed.
- B. Blank affidavits of forgery are available at the records window.



Sheridan Police Department
Policies and Procedures
28.8
Chapter 28 – Call Response
Section 8 – Identity Theft

Date: January 1, 2013
Revised: 06/17/2022

Signature:

Victims often suffer from significant and potentially long-term financial problems as a result of identity theft or online scams. The Sheridan Police Department will thoroughly investigate and accurately document cases of reported identity theft or internet scams; however, the department recognizes the inherent difficulty in investigating these cases and bringing the case to a successful prosecution. Accordingly department personnel will be mindful to balance victim needs with the overall department objectives.

Definitions

Identity theft -	The unauthorized use of personal identifying information of another person for any unlawful purpose.
Online Scam -	The use of websites or mobile apps to identify, lure, or defraud a victim.
Personal identifying information -	The name, address, telephone number, driver's license number, social security number, place of employment, employee identification number, tribal identification card number, mother's maiden name, demand deposit account number, savings account number, or credit card number of an individual person. Wyoming Statute 6-3-901 (b).

28.8.1 Response

- A. When responding to reports of this nature officers should determine the appropriate jurisdiction based on the residency of the victim or the likely location of the suspect.
- B. If both the victim and suspect are believed to reside with the City of Sheridan, then officers are expected to complete a full investigation.
- C. If the victim resides in the City of Sheridan and the suspect's location is unknown or believed to be outside of the City of Sheridan, and no financial loss occurred, only a CAD call needs to be generated. If a financial loss occurred an incident report should be completed.
- D. If neither the victim nor the suspect resides within the City of Sheridan, then the reporting person should be referred to the agency most likely to have jurisdiction, typically where ever the victim resides.

28.8.2 Assisting the Victim and Prevention

- A. Officers taking reports should take those steps reasonably possible to help victims resolve their problem. This includes providing victims with the following suggestions where appropriate:
 1. Contact the Federal Trade Commission (FTC) for information and to file a report pertaining to identity theft. The FTC acts as the nation's clearinghouse for information related to identity theft crimes and can provide assistance in resolving related problems. Information to contact the FTC is below.
 - a. <http://www.ftc.gov/bcp/edu/microsites/idtheft/consumers/defend.html>; or
 - b. By phone (1- 877-IDTHEFT).
 2. For issues involving online scams, also refer complainants to the ic3.gov website. This website is the FBI's internet crime complaint center and serves as the nation's clearinghouse for online scams and crimes.
 3. Close the accounts that have been or are believed to have been tampered with or opened fraudulently.
 4. Contact the fraud department of one of the three major credit reporting agencies Equifax, Experian, or Trans Union and:
 - a. Ask them to put a fraud alert on the account and add a victim's statement requesting creditors to contact the victim before opening new accounts in his or her name.
 - b. Request copies of credit reports and regularly review them.
 - c. Consider locking the credit
 5. If a driver's license is involved, contact the Wyoming Department of Transportation or other issuing agency.
 6. If a social security number is involved check with the Social Security Administration to determine the accuracy and integrity of accounts.
- B. The Sheridan Police Department provides public information on the prevention of identity theft, fraud, and financial crimes through financial crime presentations. Officers may be available upon request for presentations to community and civic groups.



Sheridan Police Department
Policies and Procedures
28.9
Chapter 28 – Call Response
Section 9 – Mental Illness

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The need to diagnose or treat persons with a mental illness is not the responsibility of police officers; however, the need to assess the mental state and intention of individuals is a routine requirement of police officers performing enforcement and investigative functions. Mental illness may play a role in the lives of people that police come in contact with and so officers should have a basic understanding of mental illness and consider the effects of mental illness in the situation at hand. Dealing with individuals in enforcement situations who are known or suspected to be mentally ill carries the potential for violence, requires an officer to make difficult judgments about the mental state of the individual, and requires special police skills to effectively and legally deal with the person to avoid unnecessary violence and violations of civil rights.

28.9.1 Recognition of Mental Illness

- A. Mental illness is quite often difficult to define in a given individual. Officers are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior that is potentially destructive and/or dangerous to self or others. The following guidelines are generalized signs and symptoms of behavior that may suggest mental illness, although officers should not rule out other potential causes, such as reactions to narcotics or alcohol or temporary emotional disturbances that are situationally motivated.
- B. There are three types of indicators that a person may be suffering from mental illness.
 - 1. Verbal Cues -- these may include:
 - a. Illogical thoughts
 - i. Expressing a combination of unrelated or abstract topics.
 - ii. Expressing thoughts of greatness (i.e. - person believes he or she is God).
 - iii. Expressing ideas of being harassed or threatened (i.e. - CIA monitoring thoughts through television set).
 - iv. Preoccupation with death, germs, guilt, etc.
 - b. Unusual speech patterns
 - i. Nonsensical speech or chatter.
 - ii. Word repetition -- frequently stating the same or rhyming words or phrases.
 - iii. Pressured speech -- expressing urgency in manner of speaking.
 - iv. Extremely slow speech.
 - c. Verbal hostility or excitement
 - i. Talking excitedly or loudly.
 - ii. Argumentative, belligerent, unreasonably hostile.

- iii. Threatening harm to self or others.
 - 2. Behavioral Cues -- these may include:
 - a. Physical appearance:
 - i. Inappropriate to environment (i.e. - shorts in winter, heavy coats in summer).
 - ii. Bizarre clothing or makeup, taking into account current trends.
 - b. Bodily movements:
 - i. Strange postures or mannerisms.
 - ii. Lethargic, sluggish movements.
 - iii. Repetitious, ritualistic movements.
 - c. Seeing or hearing things that aren't able to be confirmed.
 - d. Confusion about or unawareness of surroundings.
 - e. Lack of emotional response.
 - f. Causing injury to self.
 - g. Nonverbal expressions of sadness or grief.
 - h. Inappropriate emotional reactions:
 - i. Overreacting to situations in an overly angry or frightening way.
 - ii. Reacting with opposite of expected emotion (i.e. - laughing at auto crash).
 - 3. Environmental Cues -- Surroundings are inappropriate, such as:
 - a. Strange trimmings, inappropriate use of household items (i.e. - aluminum foil covering windows).
 - b. Waste matter/trash:
 - i. Accumulation of trash (i.e. - hoarding string, newspapers, paper bags, clutter, etc.).
 - ii. Presence of feces or urine on the floor or walls.
 - c. Childish objects.
- C. When making observations, personnel should note as many cues as possible, put the cues into the context of the situation, and be mindful of environmental and cultural factors.
- D. Physical causes of abnormal behavior may include some of the characteristic behavior of the mentally ill but should not be confused with mental illness. There are important differences between individuals suffering from medical conditions and the mentally ill. These include the following:
- 1. Intellectual disability refers to subnormal intellectual capacity and deficiencies in a person's ability to deal effectively with social conventions and interaction. The intellectually disabled may display behaviors that are rational but that are similar to younger persons who are not intellectually disabled. By contrast, the mentally ill may not be impaired intellectually and may act in many instances as rational, functional members of society. Their behavior generally fluctuates between the normal and the irrational. The intellectually disabled individual does not demonstrate this type of behavioral fluctuation. Intellectual disability is evident during a person's early years and is a permanent condition for life, whereas mental illness may develop during any period of an individual's life. The intellectually disabled individual does not engage in violent behavior without the types of provocations that may initiate violence among the non-intellectually disabled person.

2. Persons suffering from cerebral palsy exhibit motor dysfunctions that may be confused with some characteristics of either the intellectually disabled or the mentally ill. These include awkwardness in walking, involuntary and uncontrollable movements, or seizures and problems in speech and communication.
 3. Autistic persons often engage in compulsive behavior or repetitive and peculiar body movements. They can become very distressed over minor changes in their environment. They may also display unusual reactions to objects or people they see around them; appear insensitive to pain and may be hyperactive, passive, or susceptible to tantrums. Such persons may also appear intellectually disabled in some areas, but highly capable or gifted in others.
- D. Officers should constantly assess the situation to determine if police involvement is appropriate. If there is an absence of criminal activity and there are no immediate safety concerns, officers should consider alternative responses.

28.9.2 Interacting With People Who Are Mentally Ill

- A. When interacting with a mentally ill person, personnel should:
 1. Continually assess the situation for danger;
 2. Maintain adequate space between the officer and subject;
 3. Remain calm;
 4. Give firm clear directions. If possible, only one officer should talk to the subject;
 5. Respond to apparent feelings, rather than content;
 6. Respond to delusions and hallucinations by talking about the person's feelings rather than what he or she is saying; and
 7. Be helpful or offer assistance to make the person feel safer/calmer, etc.
- B. When interacting with a mentally ill person, personnel should not:
 1. Join into the behavior related to the person's mental illness (i.e. - agreeing with delusions or hallucinations);
 2. Stare at the subject. This action may be interpreted as a threat;
 3. Confuse the subject. One (1) officer should interact with the subject;
 4. Give multiple choices. Giving multiple choices increases the subject's confusion;
 5. Whisper, laugh or joke about the situation, this will increase the subject's suspiciousness increasing the potential for violence;
 6. Deceive the subject, being dishonest increases fear and suspicion; or
 7. Make unnecessary contact. Although touching can be helpful to some people who are upset, for the disturbed mentally ill person, it may cause more fear in the person and lead to violence.
- C. Officers may use several indicators to determine whether an apparently mentally ill person represents an immediate or potential danger to himself or herself, the officer, or others. These include the following:
 1. The availability of any weapons to the suspect.
 2. Statements by the person that suggest to the officer the individual is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendos to direct threats that, when taken in conjunction with other information, paint a more complete picture of the potential for violence.

3. A personal history that reflects prior violence under similar or related circumstances. The disturbed person's history may be known to the officer, family, friends, or neighbors who may be able to provide helpful information.
4. Failure of the disturbed individual to act prior to arrival of the officer does not guarantee that there is no danger, but it does in itself tend to diminish the potential for danger.
5. The amount of control the person demonstrates is significant, particularly the amount of physical control over emotions of rage, anger, fright, or agitation. Signs of a lack of control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Clutching one's self or other objects to maintain control, begging to be left alone, or offering frantic assurances that one is all right may also suggest the individual is close to losing control.
6. The volatility of the environment is a particularly relevant factor that officers must evaluate. Agitators that may affect the person or a particular combustible environment that may incite violence should be taken into account.

28.9.3 Emergency Detention

- A. A person in need of mental health services may gain access to such services by voluntary admission or involuntary commitment. An officer who encounters an individual in need of treatment for mental illness shall encourage the individual to seek voluntary admission to a treatment facility. If the individual agrees to do so, officers shall assist with transportation or other help as needed.
- B. If the person refuses to seek voluntary examination, and does not meet the criteria for involuntary admission, the officer should refer the person to mental health services.
- C. A law enforcement officer may detain a person that the officer has reasonable cause to believe is mentally ill and:
 1. Evidences a substantial probability of physical harm to himself or herself or others; or
 2. Evidences behavior he or she is unable to satisfy basic needs for nourishment, essential medical care, shelter or safety.
- D. Once a decision has been made to take an individual into custody, it should be done as soon as possible to avoid prolonging a potentially volatile situation. Remove any dangerous weapons from the immediate area, restrain and search the individual in accordance with procedures set forth in section 10.1.42. Using restraints on mentally ill persons can aggravate their aggression. Officers should be aware of this fact, but should take those measures necessary to ensure the safety of those present.
- E. A person taken into custody under Wyoming Statute 25-10-109 (Emergency Detention) shall be transported to the emergency room at Sheridan Memorial Hospital Emergency Room.
- F. Personnel will evaluate the condition of the subject prior to determining the best method of transportation. Combative subjects may be transported in patrol vehicles. Cooperative subjects, or subjects with severe physical disabilities, may be transported by ambulance.
- G. The detaining officer will relate relevant information concerning the individual to the hospital's emergency room physician, or other appropriate attending medical personnel.
- H. The law enforcement officer who detained the person shall immediately notify the person responsible for the care and custody of the detained person, if known, of the time and place of detention.

- I. The law enforcement officer or examiner who initially detained the person shall make a written statement of the facts of the emergency detention. A copy of the statement shall be given to the examiner.
- J. At the time of emergency detention the person shall be informed orally and in writing of the right to contact his or her family and an attorney, of the right to appointed counsel if he or she is indigent, of his or her right to remain silent and that statements may be used as a basis for involuntary hospitalization.
- K. The detaining officer should stay with the person until the screening and evaluation are concluded or the screener advises the officer there is no longer a need for the officer's presence and accepts responsibility for the person.
- L. If a subject is also to be charged criminally, information must be noted on the involuntary detention paperwork. The attending physician and hospital security personnel must also be verbally advised that other charges are pending.
- M. If a commitment is denied by the screening physician, the officer shall notify the person responsible for the care and custody of the detained person, if known, of the results of the evaluation, if possible and/or proceed with any criminal charges, which may have occurred due to the person's conduct.

28.9.4 Welfare Check Requests of Mental Health Patients in Crisis (PIC)

- A. Family members, medical professionals, other law enforcement agencies, or concerned citizens will call the police department requesting the check of a person's welfare they suspect is a person in crisis (PIC) related to mental health struggles, and not related to any violations of law.
- B. Assessment. Prior to making contact with a person in crisis from a requested welfare check, the communications technician and assigned officer should first ascertain from the reporting person, and other appropriate sources of information as much of the following information as possible:
 1. Has the reporting person went to check on their welfare- if not, why?
 2. Is the PIC seeing or under the care of a mental health professional, or physician (who)?
 3. Is the PIC's location known?
 4. What concerning behaviors has the PIC demonstrated?
 5. What specific threats has the PIC made, when were the threats made, and to whom?
 6. Is there a history of threats of self-harm, and have they been acted on in the past?
 7. Is the PIC alone? Who else is with the PIC?
 8. Is the PIC currently under the influence of alcohol or a controlled substance?
 9. Does the PIC have any firearms, or access to firearms?
 10. Does the PIC have any known agitators (law-enforcement, doctors, etc....)?
 11. Is there a history of violence as demonstrated in SPD involvements and PIC's criminal history?
 12. Has the PIC requested help, if so what specific help have they asked for?
 13. Has the PIC indicated they do not want help- specifically will law enforcement agitate the issue further?
 14. Any other relevant information.
- C. Response. Once officers have made an initial assessment of the (PIC) officers will use this policy to determine a response. It is recognized that each situation is unique and officers shall

use alternative responses when necessary to prevent injury and protect life. Context is crucial in the accurate assessment of behavior. Officers should take into account the totality of circumstances requiring their presence and overall need for intervention. The following are guidelines to help officers determine a response based on the initial assessment. Responses may change depending on information learned.

1. LEVEL 1. PIC's behaviors are odd or concerning to the reporting person. PIC is acting in a manner not consistent with social norms. Reporting person may be concerned because of past incidents with the PIC. No criminal acts reported. PIC is not attending scheduled meetings for care. No threats of violence to self or others have been recently communicated by the PIC.
 - a. LEVEL 1 RESPONSE: Officers will not respond to these. Officers will provide the reporting person with information about community mental health resources. If the PIC, or reporting person is only seeking transportation for the PIC to a local medical facility an ambulance can be dispatched, or taxi information will be provided.
2. LEVEL 2. PIC has made recent statements or actions that indicate they desire to harm themselves or others. PIC has requested help. PIC is alone, or with others that are in no apparent danger and free to leave.
 - a. LEVEL 2 RESPONSE:
 - i. Officers will first attempt phone contact with the PIC and confirm the situation, and if practical plan with the PIC to come visit with them.
 - ii. Officers will attempt to meet with the PIC. If there are valid concerns, they will transport the PIC to the Emergency Room by cooperation, or Title-25 (see 28.9.3).
 - iii. If there are no grounds for an immediate hospitalization officers will provide the PIC with the SPD mental health resource brochure.
 - iv. Officers will contact the RP and update them on the case resolution.
3. LEVEL 3: PIC has made recent statements or actions that indicate they desire to harm themselves or others. PIC has indicated they do not want help- specifically that law-enforcement may trigger them towards violence. PIC is alone, or with others that are in no apparent danger and free to leave.
 - a. LEVEL 3 RESPONSE:
 - i. Officers will first attempt phone contact with the PIC. If the PIC is agreeable to meet with the officer and seek assistance, the response will become a level 2.
 - ii. If phone contact can't be made, or if after phone contact the PIC is not agreeable to meet with law enforcement, officers will not force contact.
 - iii. Officers will attempt to encourage others, for their safety, in contact with the PIC to leave while the PIC is contemplating self-harm.
 - iv. Officers should notify neighbors of any potentially harmful situations when necessary.
 - v. Officers will check back with the PIC in 24 hrs. over the phone to inquire as to their current welfare. If the situation has downgraded to a safe situation the officer should try to arrange a time to meet with the PIC and provide them with a SPD mental health resource brochure.

- vi. Officers will update the reporting person with the case resolution.
- 4. LEVEL 4: PIC has made recent statements or actions that indicate they desire to harm themselves or others. PIC has indicated they do not want help. Indications of violence towards self or others appear imminent and there are innocent involvements that are not free to leave the situation.
 - a. LEVEL 4 RESPONSE: Refer to policies 21.7 (Hostage and Barricade Situations), and 21.8 (Active Shooter).



Sheridan Police Department
Policies and Procedures
3.1 Replaces 101.1
Chapter 3 – Department Authority
Section 1 – Authority & Responsibility

Date: January 1, 2013
Updated: 08/27/2021

Signature:

The Sheridan Police Department expects members of the department to exercise the legally mandated authority given to them in a fair and impartial manner while being ever mindful of community needs.

3.1.1 Legal Authority Established

- A. The Wyoming State Constitution (97-13-001) provides for the incorporation of cities and towns.
- B. The Sheridan Police Department is established under authority of the Wyoming Revised Statutes (15-1-103) authorizing the governing bodies of cities and towns to establish and regulate a police department.
- C. The chief of police is appointed by the City Administrator, with Mayor and City Council approval, and has authority to adopt rules, regulations, and procedures, consistent with law, for the administration of the department. The chief of police is responsible to the City Administrator for the effective administration of the department. Sheridan Code: 22.1

3.1.2 General Responsibilities of Certified Police Officers

- A. Certified police officers are sworn to enforce city, state, and federal laws and to protect public peace and safety.
- B. Law-enforcement officers are given considerable power over citizens. That power is carefully circumscribed. Authority and limitations are found in the United States and Wyoming Constitutions, federal and state statutes, and city ordinances and resolutions. The police department's powers to arrest, seize property, and interfere, at times, with the lives of citizens, constitute a public trust.
- C. Wyoming State Statutes 7-2-102 through 7-2-105 authorize sworn officers to make arrests, issue citations, and seize certain property.

3.1.3 Authority to Carry and Use Weapons

- A. Sworn officers are authorized to carry weapons in accordance with state law under Wyoming Statute 6-8-104.
- B. Sworn officers are authorized to carry and use weapons authorized and issued by the department, in the performance of their duties, after receiving training and demonstrating knowledge and proficiency. See section 11.3 Use of Force – Weapons.

3.1.4 General Responsibilities of Special Municipal Officers

- A. Special municipal officers are authorized under Wyoming Statute 15-1-103.
- B. The following positions are appointed as special municipal officers:

1. Community service officers.
- C. Special municipal officers are authorized to issue citations to individuals for the limited purpose of enforcing ordinances, resolutions and regulations in the areas of animal control, parking and other municipal code violations.
- D. Special municipal officers are not certified police officers and do not have the power of arrest.



Sheridan Police Department
Policies and Procedures
3.2 Replaces 101.1
Chapter 3 – Department Authority
Section 2 - Jurisdiction

Date: January 1, 2013
Updated: 08/27/2021

Signature:

The City of Sheridan is located in Sheridan County in northeast Wyoming. The Sheridan Police Department is responsible for law enforcement within the incorporated boundaries of the City of Sheridan.

3.2.1 Geographic Jurisdiction

- A. In order to avoid situations involving ambiguous territorial jurisdiction, the geographic boundaries of the department's jurisdiction are depicted on a map in the city's computer system.
- B. The maps are updated by City of Sheridan information technology personnel, in coordination with any contract Geographic Information System (GIS) companies utilized by the City of Sheridan. The information technology personnel are responsible for review of compatibility with the department's Spillman system and then made available to employees.

3.2.2 Jurisdictional Questions

- A. When a question of jurisdiction exists, employees should request confirmation of jurisdiction boundaries from the on-duty supervisor.
- B. In any situation where a question arises concerning jurisdiction, the responding officer will make every attempt to resolve the matter in the most professional manner possible. If it is not possible, the matter will be turned over to a supervisor for resolution. If no amicable solution can be reached, the matter should be handled by this department in the interest of the community and a report generated outlining the situation. The report should then be forwarded to the chief of police, through the chain-of-command.

3.2.3 Extra-Territorial Jurisdiction

- A. Wyoming Statute 7-2-106 extends peace officers authority outside their normal jurisdictional boundaries, but inside Wyoming, if one of the following applies:
 1. The peace officer is responding to a request for law enforcement assistance made by a law enforcement agency of another jurisdiction or a specific request to assist another peace officer acting within the scope of his official duties in another jurisdiction;
 2. The peace officer possesses reasonable cause to believe that a crime is occurring involving an immediate threat of serious bodily injury or death to any person; or
 3. The peace officer is in fresh pursuit of a person whom the officer has probable cause to believe has committed within the officer's jurisdiction a violation of a municipal ordinance or state statute, including traffic infractions, or for whom an arrest warrant is outstanding for any criminal or traffic offense.

3.2.4 Concurrent Jurisdiction

- A. The Sheridan Police Department will be the primary responder and will provide law enforcement services for incidents occurring within the jurisdictional boundaries of Sheridan. The Sheridan Police Department acknowledges that other law enforcement agencies have concurrent jurisdiction within the city limits. Other agencies having jurisdiction within Sheridan include, but are not limited to:
 1. Sheridan County Sheriff's Office;
 2. Wyoming Highway Patrol;
 3. Wyoming Division of Criminal Investigation;
 4. Wyoming Game and Fish;
 5. Federal Bureau of Investigation; and,
 6. Other federal agencies
- B. It shall be the policy of the Sheridan Police Department to provide reasonable assistance to any law enforcement agency whether county, state or federal who requests assistance in the investigation or enforcement of criminal laws over which the requesting agency has jurisdiction.
- C. It is the responsibility of all employees to maintain good working relationships with other law enforcement agencies to facilitate the exchange of information and provide coordination between the agencies.

3.2.5 Mutual Assistance

There may be situations that develop that require additional personnel either by the Sheridan Police Department or another law enforcement agency.

- A. Wyoming Statute 7-2-106 provides authority to respond to a request for law enforcement assistance from a law enforcement agency or peace officer acting within the scope of the officers official duties in another jurisdiction.
 1. Officers acting under this statute are given the same authority they have when in their own jurisdiction.
 2. Officers acting under this statute are deemed to be acting within the scope of duties for purposes of the Wyoming Governmental Claims Act and the state self-insurance program. All privileges and immunities from liability, and all pension, disability, worker's compensation and other benefits which normally apply to peace officers while they perform their duties in their own jurisdiction also apply to them when acting to provide the requested assistance.
 3. All requests for assistance from another agency or officer will be approved by the on-duty shift supervisor.
- B. Wyoming Statute 7-3-902 provides the authority for a law enforcement agency to enter into a mutual aid agreement with another law enforcement agency from an adjoining state or the United States.
 1. Such agreements are limited to providing assistance in an emergency or special event as determined by the governor.
 2. Such agreements must be written and contain the details specified in Wyoming Statute 7-3-904.
- C. During emergencies the governor, through the Wyoming Office of Homeland Security, may call the Wyoming National Guard to provide assistance (Wyoming Statute 19-9-206 and 19-9-207.) For military assistance to civil authorities the Wyoming National Guard Joint Operations

- Center can be reached at (307) 772-5112 or wyeoc@ng.army.mil. Request for such assistance shall be made by the chief of police or designee.
- D. Officers assisting another jurisdiction will respond to all lawful directives issued by the ranking officer of the requesting jurisdiction. Directives which are contrary to law, or the policy of the Sheridan Police Department, will not be recognized.



Sheridan Police Department
Policies and Procedures
4.1 Replaces 102.1
Chapter 4 – Department Organization
Section 1 – Structure & Function

Date: January 1, 2013
Updated: 8/20/2015, 9/9/2021

Signature:

The Sheridan Police Department recognizes the importance of an organizational structure that enhances operational efficiency, ensures unity of command, and delineates the lines of authority, responsibility, and communications.

4.1.1 Structure/Function

The Sheridan Police Department consists of three bureaus: the Administrative Services Bureau, the Patrol Operations Bureau, and the Special Operations Bureau.

A. Administrative Services Bureau

1. Structure: The Administrative Services Bureau consists of manager, administrative services, evidence services and records services.
2. Function: The Administrative Services Bureau is responsible for department records, evidence and property management, special projects and grant coordination, policy development and managing projects of the police department; facility maintenance and recruitment of volunteer staff.

B. Patrol Operations Bureau

1. Structure: The Patrol Operations Bureau consists of a lieutenant, patrol teams consisting of a sergeant, corporal, officers and communication technicians.
2. Function: The Patrol Operations Bureau is responsible for traffic safety, K-9 program, field training officer program, tactical operations, calls for service and working closely with the community to address law enforcement concerns.

C. Special Operations Bureau

1. Structure: The Support Services Bureau consists of a lieutenant, school resource officers, community service officers, a detective sergeant, and detectives.
2. Function: The Support Services Bureau is responsible for animal control operations, recruiting and hiring, media contacts, internal affairs, and felony or specialized criminal investigations.

4.1.2 Rank Structure

The order of rank for officers within the department (in descending order) is:

- A. Chief of Police
- B. Captain
- C. Lieutenant
- D. Sergeant
- E. Corporal

F. Police Officer

4.1.3 Personnel Allocation and Classification

The City of Sheridan Human Resources Department:

- A. Maintains a position management system for all positions within the Sheridan Police Department;
- B. Maintains and updates a written task analysis for each position within the Sheridan Police Department;
- C. Maintains a written classification plan; and
- D. Maintains current job descriptions for all police department positions.



Sheridan Police Department
Policies and Procedures

4.2 Replaces 101.2

Chapter 4 – Department Organization

Section 2 – Supervisory Duties & Responsibilities

Date: January 1, 2013

Signature:

Updated: 8/20/2015, 9/9/2021

Proper supervision is essential to maintain a professional level of competence in law enforcement operations.

4.2.1 Duties and Responsibilities of the Chief of Police

The Chief of Police is the head of the police department and head law enforcement officer for the City of Sheridan. The Chief maintains administrative control and governs operations and activities through subordinate executives who act in an advisory capacity and who are responsible to the Chief for the efficient and effective functioning of personnel under their command. The Chief of Police shall set objectives for the department; organize the department; provide for staffing and equipping the department; adopt rules and procedures for the employees of the department and provide for their enforcement; inspect and promote personnel; establish policies; report on the department accomplishments; maintain good public, employee and official relations; and develop the department budget.

4.2.2 Command Protocol

- A. During the absence or disability of the Chief of Police, when no other provision has been made by the Chief, the following hierarchy shall have the authority to act in the capacity of the Chief in carrying out day-to-day activities of the department.
 1. Police Captain
 2. Patrol Operations Lieutenant
 3. Special Operations Lieutenant
 4. Senior or designated shift Sergeant
- B. Any command officer acting as Chief of Police shall carry out previously given orders of the Chief of Police. Except in emergencies, these orders and the established direction of the department shall not be countermanded or set aside.
- C. If a department operation involves more than one bureau, shift or other work group, the overall command of the operation will be assigned to that supervisor initiating the operation.
- D. Command Protocol – When a question may arise regarding who shall be in command, it shall be determined in the following manner:
 1. First, by rank.
 2. Second, by one officer having been designated as being in command by higher authority or nature of the assignment.
 3. Third, by seniority within that rank.

4. The mere presence of a ranking or senior officer or supervisor at a scene shall not indicate his or her assumption of command. Such persons shall remain in an advisory or evaluation capacity unless command is specifically assumed.

4.2.3 General Duties and Responsibilities of Command and Supervisory Employees

- A. Command and supervisory employees are responsible for the effective operation of their bureau, division, shift, or unit.
- B. Command and supervisory employees are accountable for the activities of employees under their immediate supervision. Supervisory responsibility does not cease with absence of physical presence.
- C. Subordinate executives have supervisory authority to carry out department objectives and policies. They shall supervise, administer, and hold subordinates accountable for the completion of assigned duties.
- D. Authority in the department shall be exercised with firmness and impartiality. Each commanding or supervisory employee shall by act, manner, and attitude promote understanding of all procedures essential to accomplishment of department objectives.
- E. Command and supervisory employees shall be responsible for the appraisal and analysis of the work accomplishments of subordinates. Such evaluation shall be based on observation and inspection, and shall consider personal traits as well as performance of duties of each subordinate to realize from every employee the maximum degree of service commensurate with the employee's abilities.
- F. Each commanding or supervisory employee shall strive to create and maintain high morale among the personnel, constantly evaluating the quality and quantity of supervision exercised by subordinate ranking officers. A supervisor shall take a personal interest in the welfare and problems of subordinates and shall make himself or herself available to employees seeking guidance and counseling.
- G. A commanding or supervisory employee shall train subordinates to gain effectiveness in their present or future assignments. Supervisors shall give appropriate advice and personal instructions to subordinates for the development of administrative and supervisory skills.
- H. A commanding or supervisory employee must frequently command the actions of subordinates by orders and directions to carry out proper law enforcement functions. In such cases, satisfactory supervisor-subordinate relationships are essential. To promote successful relationships the following are important:
 1. Inspiration: The ideals and objectives of public service in the police field shall be developed and exemplified by the conduct and actions of supervisory members of the department.
 2. Explanation: Department procedures and objectives shall be presented to the employee by means of reasoned consideration of issues. Supervisors shall adopt an attitude of guiding employees by sound logic rather than by arbitrary orders and commands, and shall strive for willing response and cooperation from subordinates. They should test understanding of instructions with care so that subordinates know in detail what they are to do and how to do it.
 3. Encouragement: Commanding or supervisory employees shall be aware that recognition of good work is an indispensable need in the employee's relationship with the department, and shall make certain that meritorious acts and accomplishments are

rewarded, whether by personal encouragement and praise, or by formal commendation or other forms of recognition.

- I. The particular authority delegated or granted to ranking officers is not confined to their respective divisions, but shall also include supervision over all officers and civilian employees of the department as may be necessary for efficient administration. Supervisory officers shall avoid direct commands to personnel not assigned to their control except when necessary, and shall report such directions to the employee's supervisor as soon as possible.
- J. A commanding or supervisory officer may delegate to his or her subordinates appropriate portions of his or her responsibilities, together with equivalent authority, but may not delegate or relinquish overall responsibility for results or any portion of accountability. When any power or duty is temporarily granted or assigned to an employee, such power or duty shall be exercised in accordance with department rules, regulations, and procedures.

4.2.4 Specific Duties and Responsibilities of Command and Supervisory Employees

- A. Captain. In addition to the duties specified in sub-section 4.2.3, the duties of the Captain of the Police include performing the duties of the Chief of Police in the Chief's absence; performing administrative duties in the department; oversight of all bureaus within the department; liaison with public and governmental entities; and special duties as directed by the Chief of Police.
- B. Lieutenant. In addition to the duties specified in sub-section 4.2.3, the duties of the Lieutenants of police include performing the duties of the Captain in the Captain's absence; performing administrative duties in the department; and special duties as directed by the Captain or Chief of Police.
- C. Sergeant. In addition to the duties specified in sub-section 4.2.3, the duties of a Sergeant include performing administrative duties in the department; direction of police and communication resources; and special duties as directed by the Chief of Police.
- E. Corporal. In addition to the duties specified in sub-section 4.2.3, the duties of Corporals include investigating crimes and taking enforcement actions. The principle responsibility for employee conformance with department rules, regulations, and procedures is vested in the line supervisor. This requires an intimate knowledge of the duties and responsibilities of subordinates and working as closely with subordinates as time permits.

4.2.5 Supervision Philosophy and Principles

- A. Each employee is accountable to, and under the command of only one supervisor at any given time.
- B. Each organizational component is under the direct command of only one supervisor.
- C. Department employees shall be delegated the authority necessary to meet their assigned responsibilities. When responsibility is delegated to a particular individual, that individual is authorized to make decisions and take necessary actions for the effective execution of his or her duties and responsibilities.
- D. Each employee shall be held accountable for the use of, or failure to use, delegated authority. Employees who have questions concerning their delegated authority should bring such questions to the attention of their supervisor.

- E. In order to achieve effective direction, coordination and control, the number of employees under the immediate control of a supervisor shall not be excessive. The proper span of control will be determined by:
 - 1. The ability of the subordinates;
 - 2. The complexity of the tasks to be performed;
 - 3. Separation by time and place of the supervisor and subordinates; and
 - 4. Time required for supervisor's administrative and management tasks and duties.
- F. Orders and other instructions should be transmitted through the chain of command. Personnel will follow the chain of command except in exigent circumstances or in grievance procedures when the offending party is in the upper chain of command.
- G. Employees shall promptly obey any lawful order of a supervisor, including any order relayed on behalf of a supervisor by an employee of the same or lesser rank.
- H. If an employee receives two apparently lawful but different orders that may conflict, the last order given shall be followed unless the order is retracted or modified.
- I. If an employee receives conflicting orders, the employee shall inform the person giving the last order of the conflict. The person giving the conflicting order shall then resolve the conflict by retracting, modifying, or requesting the employee to comply with the latest order.
- J. No employee of the department is required to obey any order, which is contrary to the law; however, a refusal to obey is the responsibility of the employee and the employee shall be required to justify the action.



Sheridan Police Department
Policies and Procedures
4.3 Replaces 201.2
Chapter 4 – Department Organization
Section 3 – Specialty Assignments

Date: January 1, 2013
Updated: 9/9/2021

Signature:

The Sheridan Police Department will establish, maintain and evaluate specialty assignments and duties to provide the community with responsive and professional law enforcement services.

4.3.1 Special Assignments

- A. Special assignments are characterized by a change in a sworn officer's primary job functions. Assignments are not promotional. The department has two special assignments: Detective and School Resource Officer. These assignments are made following a selection process.
- B. Length of assignment to specialty positions and timing of transfers will be made with the proper functioning of the department as the primary objective. In general, the duration of specialty assignments will be three years.
- C. All applicants for specialty positions should have earned a satisfactory or above performance evaluation during their last rating period. Applicants may not have any substantiated internal affairs complaints of a serious nature (that rise to the level of suspension or demotion) in the year prior to the scheduled starting date for the position.
- D. Personnel currently working in a specialty assignment may apply when other specialty assignments become available, however their current position, time in that position, and any conflicts created by a potential move may be taken into account. Officers rotating out of a rotational assignment are not prohibited from reapplying for the same position.
- E. Detective Selection
 - 1. Detectives are assigned to support the patrol division and provide excellent law enforcement service to the community by managing investigations of an involved or serious nature and being a resource.
 - 2. When a need to assign an officer occurs an announcement will be made through a department memo. The memo will announce the assignment and list the date that applications must be submitted. That date will be at least 30 calendar days after the announcement memo.
 - 3. To be selected to serve in this assignment an officer will complete the following:
 - a. Not be a probationary employee and have satisfactory ratings on most recent annual employee appraisal
 - b. Have two years of experience as a certified peace officer
 - c. Submit to the Special Operations Lieutenant a packet that includes: a letter of interest, three case reports showing applicant's abilities and a letter of support from a supervisory officer.
 - d. A selection committee will be formed to complete a review of past performance, employee appraisals, review of the applicant's packet, conduct an interview,

administer a written test, and any other steps the committee feels is important to make a proper selection.

- e. Criteria for selection will be based on the skills, knowledge and abilities required for the specialty assignment as well as interest and attitude toward the assignment. The selection committee will make their recommendation and the Chief of Police will make the final approval of the specialty assignment.

F. School Resource Officer (SRO)

1. SROs are assigned to serve the school community by promoting safety, providing law enforcement services, and building relationships with students and staff. Further, School Resources Officers work to support the overall mission and objectives of the Police Department and City.
2. When a need to assign an officer occurs an announcement will be made through a department memo. The memo will announce the assignment and list the date that letters of interest must be submitted. That date will be at least 30 calendar days after the announcement memo.
3. To be selected to serve in this assignment an officer will complete the following:
 - a. Not be a probationary employee and have satisfactory ratings on most recent annual employee appraisal
 - b. Have one year of experience as a certified peace officer
 - c. Submit through the chain of command a letter of interest and a letter of support from a supervisory officer.
 - d. A selection committee will be formed to complete a review of past performance, employee appraisals, review of the applicant's packet, conduct an interview, and any other steps the committee feels is important to make a proper selection.
 - e. Criteria for selection will be based on the skills, knowledge and abilities required for the specialty assignment as well as interest and attitude toward the assignment. The selection committee will make their recommendation and the Chief of Police will make the final approval of the specialty assignment.

4.3.2 Special Duties

- A. Special duties are characterized by additional tasks that are assigned in addition to a department member's primary job functions.
- B. The Patrol Operations Lieutenant will maintain a list of currently established special duties and the employees responsible for each duty. Individuals will be selected to be responsible for a duty. In turn those duties will be grouped into programs overseen by a supervisor as assigned by the Patrol Operations Lieutenant.
- C. Length of responsibility for special duties will be made with the proper functioning of the department as the primary objective. In general, these assignments are ongoing with no set termination. If an employee no longer wishes to complete a special duty they shall submit that request in writing through the chain of command. That request will be considered and appropriate action taken considering the needs of both the department and the employee.
- D. Selection
 1. At least annually, all eligible employees, not on probation, will fill out a special duty application. The application has two parts, one to be completed by the employee and one to be completed by their current supervisor.

2. When a need for a special duty arises, as determined by the chief of police. A selection committee will be formed to complete a file review, review of the applications, and any other steps the committee feels is important to make a proper selection, which may include an interview or a written test or other assessments
3. Criteria for selection will be based on the skills, knowledge and abilities required for the special duty, as well as interest and attitude toward the duty. The selection committee will make their recommendation and the Chief of Police will make the final approval of the specialty assignment.



Sheridan Police Department
Policies and Procedures
4.4
Chapter 4 – Department Organization
Section 4 – Reserve Officers

Date: November 1, 2022

Signature:

4.4.1 Purpose of Reserve Officers

- A. The Sheridan Police Department (SPD) Reserve Unit shall consist of up to five reserve police officers. The primary purpose of the unit is to preserve the public peace and to promote the general welfare of the city by giving certain volunteer citizens authority to assist officers of the city in enforcing city ordinances, state statutes and federal law, dispatching of calls, and accomplishing the overall mission of the SPD.

4.4.2 Authority and Oversight

- A. Reserve officers are volunteers and serve at the will of The Chief of Police after appointment by the Mayor. The Chief of Police, or designee, maintains complete authority of the Reserve Unit. Reserve Officers are governed by all SPD policies, special orders, procedures, and command authority of the SPD, except where any policies speak to issues uniquely related to full-time or compensated employment, or civil service protections.
- B. The department training coordinator will oversee each Reserve Officer until they have completed all necessary training to initially obtain their POST Reserve Certification.
- C. The Patrol Operations Lieutenant, and his or her designee, shall be tasked as the Reserve Officer Coordinator with administrative oversight for the Reserve Officer Unit which will include:
1. Maintenance and upkeep of the reservist training and activity journal.
 2. Maintenance and upkeep of training records.
 3. Annual performance evaluations.
 4. Discipline issues.
 5. Scheduling and tracking of hours worked.
 6. Coordinating schedules and work assignments with patrol supervisors.
- D. Reserve Officers will be subject to department discipline in adherence to SPD Policy 9.3, with exception to mention of civil service protection and city handbook references speaking uniquely to paid employees.

4.4.3 Scope of Employment

- A. Reserve Officers, while on-duty, shall have police powers equivalent to those of regular police officers subject to such limitations as the Chief of Police may direct, including but not limited to these policies. Under no circumstance does the appointment as a reserve police officer of the SPD allow an individual to exercise powers superior to those of private citizens if they are not on duty.

- B. For a reserve officer to be "on duty" they must:
 - 1. Have been scheduled by a member of the SPD with rank of Corporal or higher to come in and work, or
 - 2. request the approval of a Corporal or higher prior to coming to work and,
 - 3. be in approved uniform and,
 - 4. be mentally, physically, and emotionally fit for duty and,
 - 5. be logged in the SPD dispatcher record keeping system (currently Spillman) to document beginning of shift, all shift activities, and end of shift.
 - 6. Reserve officers shall not be allowed to drive marked patrol vehicles to and from the police department prior to, or at the end of their assigned shift. They may request a member of the SPD transport them to and from their residence or drive their personal vehicle to the department prior to their shift.
- C. Reserve police officers shall not be subject to or acquire any rights under the Civil Service rules of the city, or the police retirement system. While on duty, a reserve officer is covered by Worker's Compensation.
- D. Under no circumstance shall reserve officers receive any salary or other compensation for their service from the city.
 - 1. Reserve Officers may receive compensation for expenses accrued in training, travel, or equipment purchases when pre-approved by the Chief of Police. Such compensation shall not be assumed or expected.
- E. Reserve officers shall not be eligible for promotion

4.4.4 Selection

- A. The SPD primarily seeks citizen volunteers who are not interested in leaving their current profession but have a high sense of service to their community and are interested in police work and may have past experience as a law enforcement officer. These positions are not to be used as channels for full time employment with the SPD or other law enforcement agencies.
- B. Applicants will fill out a SPD application.
- C. Applicants will be vetted through the same hiring practices and standards as the department currently uses for full time police officer candidates to include a physical fitness assessment, a written examination, and an oral board interview. If a candidate passes those phases of testing, they will be subject to a complete background investigation.
- D. Applicants that successfully pass the initial testing will be subject to review by the Chief of Police. If the Chief of Police deems it appropriate, he or she shall recommend appointment to the Mayor for the candidate as a reserve officer with the SPD, and the applicant may begin training.

4.4.5 Equipment

- A. Upon appointment the reserve officer will be given:
 - 1. Two pairs of uniform pants.
 - 2. One short sleeved uniform shirt.
 - 3. One long sleeved uniform shirt.
 - 4. One uniformed cold weather coat.

- B. Upon appointment and completion of initial training the reserve officer will be given access to:
 - 1. A badge, name plate and appropriate uniform brass
 - 2. A handgun with three magazines and duty ammunition
 - 3. A Taser
 - 4. A body camera
 - 5. A collapsible asp
 - 6. Two pairs of handcuffs
 - 7. A flashlight
 - 8. O.C. spray
 - 9. Duty gear (belt, holsters, etc....)
 - 10. Ballistics resistant vest
 - 11. Ticket book
 - 12. PBT
 - 13. Helmet
 - 14. Portable radio
- C. When feasible, the SPD shall designate at least one patrol car, which primarily is designated for reserve officers. When not in use by an on-duty officer the car will be stored at the SPD. Reserve officers are never to drive a marked patrol car when not on duty.
 - 1. The reserve car will be equipped with all necessary equipment for an officer to do basic patrol work. All reserve officers are responsible for the maintenance and upkeep of the reserve car. The reserve car should be inspected prior to the beginning of shift. Any damage or missing equipment must be reported to the shift commander immediately. At the end of a reserve officer's shift, he or she shall clean the reserve car, ensure it is filled with gas, and ready to begin another shift.
 - 2. Should the need arise for more than one reserve officer to be using a patrol car at one time the on-duty shift commander will assign, and document, which vehicle the other reserve officer(s) are to use. Under no circumstance shall a reserve officer assume the responsibility of assigning a vehicle for use.

4.4.6 Training

- A. Reserve Officers will be trained to the same standards as full-time officers and will be required, within two years of appointment, to have completed a POST approved peace officer basic training program. The SPD will pay tuition fees associated with this training.
- B. Training will consist of three phases: Initial Orientation, Field Training Task List, and Field Training Demonstration. Trainees will be exposed to the same material as full-time officers in the FTO task list. Due to reservists' primary role being traffic enforcement and back up officers, they will not be required to demonstrate all the tasks to complete training. They will be required to demonstrate proficiency in all traffic, scene security, officer safety, and custody and control components of training that will allow them to respond to any emergency.
- C. It will be the candidate's responsibility to call ahead and make arrangements to have a supervisor or FTO available to train them. In general, the candidate should make arrangements a week ahead of

- time and the supervisor should make notations on schedule soft for the dates and times the candidate will be coming in for training.
- D. Initial Orientation Training. Once appointed, and prior to wearing the SPD uniform, the reserve officer shall complete:
1. Orientation of the SPD
 2. Orientation to City Hall and City staff.
 3. Uniform and equipment issuance and familiarization.
 4. Firearms Instruction / Qualification
 5. Custody and Control Training
 6. Report Writing Class
 7. Basic Call Taker Training
 8. ICS 100, and 700
 9. CPR certification
 10. Limited officer NCIC Teletype
- E. Field Training Task List. The candidate will have completed a task list that mirrors the department's FTO task list. A supervisor or FTO shall cover every item through either lecture or demonstration and sign off on that task in the Reserve Officer's Training and Activity Journal- signifying that they believe the trainee has a firm understanding of the task that would enable them to act as reserve police officer for the department.
1. The Training Task List will overlap with the Training Demonstration phase.
- F. Field Training Demonstration. The trainee must successfully demonstrate the following activities and tasks. A supervisor or FTO must sign off that they had witnessed the candidate demonstrate a task to standard. The reserved candidate will always be under the supervision of a supervisor or FTO during all training phases.
1. Must, first, ride along with a patrol officer for 16 hrs.- not in uniform. The candidate is essentially doing a citizen ride-along for these first 16 hours and will not participate in any police action. They are observing and becoming familiar with patrol work. This should generally be accomplished within two weeks.
 2. Ride along while in uniform, with a supervisor or FTO, for a minimum of 192 hours (equivalent to 24, 8 hr. shifts). This should generally be accomplished within 6 months. During this time, they will successfully complete the following tasks.
 - a. Act as a backup officer for 10 traffic stops.
 - b. Act as a backup officer, responding to 10 calls for service.
 - c. Write 10 reports in the Spillman system, free of error.
 - d. Make 35 traffic stops, as the primary officer.
 - e. Show proficiency in SFST's, completing at least two DWUI arrests.
 - f. Make 4 custodial arrests as the primary officer- to include all paperwork and book-in process.
 - g. Have investigated 5 traffic accidents, documented using Report Beam.
 - h. Entered 3 items into evidence correctly.
 - i. Review and sign off on all SPD policies via the Power DMS system.

3. Anytime the candidate receives training on the task list or spends time accomplishing ride along hours the supervisor or FTO will fill out a daily observation report (D.O.R.) and place it in the reserve officer's training and activity journal.
4. If a candidate has not been able to complete all activities and tasks listed in this section within' 12 months, they will meet with the Chief of Police and determine if they are still a good candidate for the reserve position.

4.4.7 Post Training Reserve Duties

- A. Upon completion of the requirements of 4.4.6 the reserve officer will be eligible to work solo police work according to this policy:
 1. Special event gate security
 2. Basic crime scene security
 3. Dispatch Call taking
 4. Can do basic patrol and traffic work on their own. Primary emphasis and expectation is to do traffic enforcement, and back up full time officers on calls for service when needed.
 5. Can be assigned calls for service if the nature of the call indicates the investigation can be completed within twelve hours.
 6. On any call where a reservist may be assigned as the primary officer, the on-duty supervisor must first be briefed and approve the assignment.
- B. Requirements to Maintain Reserve Officer Position
 1. Will be required to work as a backup, partner officer, with a full-time officer three hours per month.
 2. Will be required to sit in and assist dispatch one hour per month.
 3. Will be required to do solo patrol work for four hours per month.
 4. Can work additional solo, or partner-patrol work, at their desire, with supervisor approval.
 5. From time-to-time SPD staffing could use extra coverage. If a supervisor makes a request to the reservists to help cover those shortages it is expected the reservists will make reasonable efforts to help cover those shifts. If a reservist refuses all requests for coverage in a six-month period, they shall meet with the Chief of Police to determine if they are still interested in the position.
 6. The community hosts several large-scale events throughout the year. Street Dance and Third Thursday are examples of these. The Reserve Officer Coordinator will schedule these events at least two months in advance and let reservists know if they are requested for assistance. These assignments are some of the primary benefits the reserve program can offer the community. If a reservist fails to attend 70% of these requests in one year, they shall meet with the Chief of Police to determine if they are still interested in the position.

4.4.8 Accelerated Training

- A. Upon the discretion of the patrol operation bureau lieutenant, and approval of the chief of police, a candidate may be accelerated through the selection and training addressed in 4.4.4, and 4.4.6. This will never be considered if it bypasses training to standards.
- B. Accelerated training may generally be considered when a candidate:
 1. Is already POST certified,

2. Has recent and demonstrated working experience as a police officer,
 3. Has separated from the Sheridan Police Department as an officer under good terms.
 4. Is able to demonstrate proficiency in the area of training accelerated through.
- C. If the patrol operation bureau lieutenant feels a candidate is eligible to have a portion of training accelerated, they will:
1. Develop a brief training and evaluation plan to ensure the candidate is in fact qualified to accelerate through the full training.
 2. Document the reason for the acceleration, and the evaluation plan that was accomplished by the trainee.



Sheridan Police Department
Policies and Procedures
5.1 Replaces 201.1
Chapter 5 – Department Employment
Section 1 – Recruitment & Selection

Date: January 1, 2013
Updated: 11/3/2020, 9/9/2021

Signature:

The Sheridan Police Department is committed to hiring only the best-qualified applicants through positive recruitment and selection efforts.

5.1.1 Recruitment

- A. The recruiting process shall be a joint effort of the Sheridan Police Department and the City of Sheridan's Human Resources Department.
- B. Personnel assigned to recruiting will be trained in personnel matters, especially in equal employment opportunity and other federal requirements as they affect the hiring process.
- C. The effectiveness of the recruiting process is dependent on the personnel selected to represent the Sheridan Police Department in this role. Employees participating in recruitment:
 1. Must have a working knowledge of the duties of all positions, the Sheridan Police Department and its programs, and the steps in the selection process including:
 - a. Career opportunities, salaries, benefits and training of the Sheridan Police Department;
 - b. Community information including demographics, housing, community organizations, and educational institutions;
 - c. Wyoming Peace Officers Standards and Training (POST) Commission requirements for employment of law enforcement officers;
 - d. Procedures involving background investigations, written examinations, interviews, and fitness standards; and
 - e. Rejection guidelines for those not meeting minimum requirements for employment.
 2. Must have knowledge of record keeping systems for candidate tracking; and
 3. Must represent the Sheridan Police Department in a positive manner.

D. The Sheridan Police Department recognizes one of the most effective recruiting techniques is word of mouth from current employees. Employees are encouraged to present the department in the best possible light and support recruitment efforts in their daily contacts by encouraging qualified applicants to apply.

E. The Sheridan Police Department will maintain contact with recruitment resources such as colleges and police academies in order to identify potential applicants.

5.1.2 Police Officer Hiring Process

A. The Sheridan Police Department shall conduct its hiring process in compliance with all applicable laws, city policies and Civil Service Rules. All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform manner.

B. The Sheridan Police Department continuously accepts applications for police officer and conducts testing as the need arises. When all vacant positions are filled, successful candidates will be placed on an eligibility list that will typically be valid for one year.

C. Applications are available from and accepted through the employment section of the department page on the City of Sheridan. Applications are also available on the City of Sheridan website. Applications are reviewed for minimum qualifications, automatic disqualifiers, completeness and accuracy by representatives from the Sheridan Police Department and the City of Sheridan Human Resource Department.

1. The following minimum qualifications are required to become a police officer (Wyoming Statute 9-1-704):

- a. Be at least 21 years of age. (Testing can take place before reaching the age of 21.);
- b. Be a United States citizen;
- c. Possess a valid driver's license; and
- d. Be a high school graduate or equivalent.

2. The following are grounds for the rejection of a candidate for employment:

- a. The applicant has pled guilty or nolo contendere to, or has been found guilty of any felony;
- b. The applicant has a pending felony charge;
- c. The applicant has a conviction within the past 5 years for driving under the influence of alcohol or drugs or other inappropriate driving record as determined by the Chief of Police.
- d. The applicant has a misdemeanor conviction of domestic assault;

- e. The applicant has established a pattern of conduct that would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the law which would jeopardize public trust in the law enforcement profession;
- f. The applicant has been untruthful during the application or hiring process;
- g. The applicant has sold, delivered, traded or dispensed drugs illegally;
- h. The applicant has used marijuana in the last 2 years, any other illegal drug in the last 5 years, or any pattern of habitual use.
- i. The applicant has failed any part of the testing or hiring process within the past year.
- j. Additional reasons for rejection will be decided on a case by case basis.

D. The best qualified candidates will be contacted to arrange for testing. Candidates will be provided information about the stages of the selection process and the expected duration of the process.

E. Fitness assessments are administered by the members of the police department staff. Applicants must obtain a minimum score equal to minimum entry requirements for the Wyoming Law Enforcement Academy. Successful candidates will be scheduled for a written test.

F. A commercially available written test will be selected and administered by the department. The minimum passing score is 75%. Those candidates successfully passing the written test will be scheduled for an interview.

G. An interview will be conducted on behalf of the Civil Service Commission and will include representatives from the Sheridan Police Department and human resources department.

1. Questions will explore the candidate's interest in and qualifications for a law enforcement position as well as assess the interpersonal skills of the candidate. Specific areas to be scored are:
 - a. Service mindset
 - b. Reliability
 - c. Self-awareness
 - d. Problem solving
 - e. Courage

f. Perceived effectiveness as an officer based professionalism shown, communication skills, and demeanor

2. Oral board members will have access to the candidate's application package, and will score the application and submitted essay
 3. Candidates obtaining the minimum passing score of 75% may be invited to meet with department staff to prepare for the background investigation.
- H. Department staff will obtain signatures authorizing release of information for the background investigation and obtain copies of the applicant's birth certificate, driver's license, and social security card. Department staff will issue a conditional offer of employment.
- I. The candidate will be fingerprinted and photographed. Fingerprints will be submitted to the Federal Bureau of Investigation and Wyoming Division of Criminal Investigation for a criminal record check.
- J. The candidate will meet with a department employee who will review the candidate's personal web sites and social media accounts with the candidate.
- K. The candidate will be provided an opportunity to ride with an officer.
- L. If a candidate is approved to continue in the hiring process, a background investigation as mandated by Wyoming Peace Officers Standards and Training Commission will be conducted. Background investigations will be conducted by an officer trained in conducting police employment background investigations. In order to be considered for employment, the candidate will comply with the investigators requests for documents and other information throughout the background investigation process. Minimum background standards require a check on:
 1. Drug and alcohol abuse;
 2. Personal references;
 3. Employment history;
 4. School records;
 5. Military records;
 6. Driving records;
 7. Present employer reference;
 8. DCI and FBI fingerprint files;
 9. Interview of spouse;
 10. Credit history; and
 11. Wyoming POST records.

M. The candidate will participate in a polygraph examination by a trained examiner in compliance with ADA guidelines. Prior to the examination, during the pre-test interview, the candidate will be apprised of the areas from which questions will be drawn.

N. Upon completion of the background investigation the results of the testing and background process will be reviewed with the chief of police who will determine whether or not the applicant has met the standards for an interview with the chief.

O. Successful applicants will meet with the Chief of Police for a final interview.

P. With the approval of the Chief of Police, candidates will be scheduled for a medical examination by a licensed physician to determine if the candidate is in good health and is physically capable of performing the essential job functions of a police officer. Human Resources will schedule a drug test.

Q. Candidates will be scheduled for a psychological examination by a licensed psychologist or psychiatrist to establish the candidate's psychological fitness for duty. Candidates will be scheduled for a polygraph examination.

R. Department staff will ensure all applicants who fail to successfully complete any phase of the selection process are notified of the results and their eligibility status for re-testing.

S. Background investigations and selection materials of those individuals not hired shall be retained in a secure manner for a period of at least two years per Wyoming's records retention schedule (Wyoming Statutes 9-2-405 through 9-2-413) and then destroyed.

5.1.3 Lateral Hiring of Police Officers

A. Candidates with police officer experience and current certification may be eligible for hire above the standard starting wage. Experience will be evaluated as part of the candidate's background check to determine it is equivalent to experience with the Sheridan Police Department. Final approval shall be by the chief of police.

B. Applicants eligible for lateral hiring must complete all testing steps.

C. Applicants eligible for lateral hiring whose experience and training was outside Wyoming must:

1. Show proof of having completed a Wyoming POST approved basic training program;
2. Satisfactorily complete a written exam by POST;
3. Attend these Wyoming Law Enforcement Academy courses:
 - a. Wyoming Criminal Law and Procedures;
 - b. Peace Officer Use of Force;

- c. Peace Officer Domestic Violence.
- D. All newly hired sworn employees, regardless of experience, shall serve a one-year trial service period.
- E. At the discretion of the Chief of Police, the annual leave accrual rate for lateral entry new hires may begin at the accrual rate of 120 hours/year, the current rate for officers with 4+ years of service.
- F. At the discretion of the Chief of Police, the annual rate of pay for lateral entry new hires may begin two (2) steps above entry level officer pay.

5.1.4 Non-Sworn Hiring Process

- A. The Sheridan Police Department shall conduct its hiring process in compliance with all applicable laws and city policies. All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform manner.
- B. Applications are available on the City of Sheridan website. Applications are accepted for advertised openings only.
- C. Applications are reviewed for minimum qualifications, automatic disqualifiers, completeness and accuracy by the personnel services coordinator. Qualifications vary by position and are available in the posted job announcement.
- D. The best qualified candidates will be contacted to arrange for testing. Candidates will be provided information about the stages of the selection process which will include an interview, background check and pre-employment drug screen. Additional testing may include typing tests, medical or psychological tests, and other job specific tests dependent on the position:
 1. The department supervisor and other staff as deemed appropriate will conduct an interview with the applicant to explore the applicant's interest and qualifications for the position.
 2. A background investigation will be conducted by an assigned background investigator or other staff trained in conducting employment background investigations. The check will include a criminal records check based on the applicant's fingerprints.

5.1.5 Employment and Orientation

- A. The appropriate administrator will coordinate with the city human resources department and assigned supervisors to arrange a starting date, initial orientations and onboarding.
- B. In addition to providing an orientation to the candidate, the human resources department will schedule additional meetings as necessary.

C. The supervisor or designee will arrange the new hires police department orientation and training schedule. (See section 6.2) The orientation shall include:

1. Introduction to the department's role, purpose, goals, policies, and procedures;
2. Working conditions and regulations;
3. Responsibilities and rights of employees;
4. Assignment of uniforms and equipment; and
5. An introduction around the building.

D. The appropriate administrator shall provide the administrative assistant the candidate's completed file. The background investigation along with the results of all testing and selection data shall become part of the employee's file. Medical reports, psychological reports, polygraph reports and screening instrument results shall be removed from the file and secured separately.

E. The City of Sheridan Human Resources shall prepare a City of Sheridan change of status form indicating:

1. Starting date
2. Starting salary

F. For sworn officers and dispatchers the administrative assistant shall prepare and submit Wyoming Peace Officers Standards and Training (POST) forms for the newly hired employee.

G. A personnel order will be issued advising department members of the hire.

5.1.6 Certified Status for Newly Hired Employees

A. All newly hired employees will serve a trial service period. The normal trial service period is 12 months for police officers. The trial service period may be extended with good cause for police officers. Non-sworn employees are considered at will. (See Employee Handbook, reference At-will Employment)

B. For non-sworn employees they will receive a 6-month evaluation. For sworn officers, the 12-month evaluation will constitute the final evaluation and the completion of the probationary period. The evaluator will make relevant comments that support the performance rating given to the employee which will be the basis for moving the employee to certified status, continuing the employee's trial service period, or in the case of "unsatisfactory" ratings, used as a basis to discharge the employee.

1. In the final evaluation report for trial service employees a performance rating of "satisfactory" or above will mean that the employee is capable of completing tasks in a satisfactory manner consistent with that employee's level of experience and training for the position that he or she occupies.

2. If the employee receives a performance rating below "satisfactory" that rating will mean that the employee is not capable of satisfactorily completing duties and tasks in a manner consistent with experience and training. Certified status will not be granted and the employee's status will be reviewed to determine if discharge is appropriate or if trial service will be continued.



Sheridan Police Department
Policies and Procedures
5.2 Replaces 203.2
Chapter 5 – Department Employment
Section 2 – Off-Duty Employment

Date: January 1, 2013
Updated: 9/9/2021

Signature:

The primary obligation and responsibility of every employee is to the Sheridan Police Department; therefore, employees shall not engage in any secondary employment which is, or gives the appearance of being, in conflict with the interest, purpose or mission of the Sheridan Police Department.

Definitions

Employment -	Any work performed or services provided for compensation, including self-employment.
Law Enforcement-Related Employment -	Employment which may entail the use of police powers granted by the State of Wyoming or direct use of training received as a public safety employee.

5.2.1 General Provisions

- A. All outside employment shall comply with the City of Sheridan Employee Handbook.
- B. The following restrictions apply to secondary employment:
 1. The employment shall not constitute a conflict of interest. A conflict of interest, as determined by the Chief of Police, is any activity inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of employment with the Sheridan Police Department.
 2. The employment shall not bring discredit to the Sheridan Police Department or constitute a threat to the status of police work as a professional occupation.
 3. When working an off-duty job, total hours worked shall not exceed 14 hours per day; e.g., an officer working a 12-hour shift may work two hours of off-duty employment on the same day; an employee may work up to 14 hours on a day off. For the purpose of computing allowable work time, court appearances constitute on-duty time.
 4. When working an off-duty job, the hours worked at the secondary job may not exceed twenty hours in any given calendar week.
 5. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's job performance with the Sheridan Police Department.
 6. Employees must recognize their primary responsibility is to the Sheridan Police Department. Employees are subject to call-out in cases of emergency, and may be required to leave their off-duty employment in such situations.

7. Employees who are directed to work overtime, or are directed to report to work on their days off, will do so regardless of the fact that secondary employment has been approved.
8. Off-duty employment is prohibited when an employee is placed on any duty status other than full duty or vacation. (Some examples include suspensions, injury leave, sick leave and FMLA leave.) Employees, who do not report for departmental duty due to illness or injury, will not be permitted to work any secondary employment within twenty-four (24) hours from the time they are scheduled for duty.
9. Permission for employees to engage in outside employment may be revoked in any case where it adversely affects the employee's ability to perform their duties or diminishes the quality of their work
10. No employee shall solicit any person, business, or other entity for secondary employment while on duty.
11. Off-duty employment during a trial service period, while not prohibited, is discouraged.

C. Law enforcement-related off-duty employment:

1. Law enforcement-related off-duty employment is prohibited, unless approved by the Chief of Police.
2. Requests for sworn law enforcement assistance from other law enforcement agencies, pursuant to a Memorandum of Understanding, whether inside or outside of the City of Sheridan, is authorized.
 - a. Sheridan Police Department uniforms and equipment are authorized for use pursuant to any MOU's requesting outside assistance.
 - b. MOU's for law enforcement assistance are required prior to approval, and will include, but not be limited to, wages, insurance, worker's compensation and arrest authorities outlined in the assignment.

D. Administration

1. Prior to commencing any secondary employment, including self-employment, employees must submit a written request through the chain of command and obtain the specific written approval of the Chief of Police. All approved requests are subject to periodic review and reconsideration.
2. The employee's request for secondary employment will include the following information:
 - a. The secondary employer's name, address, phone number and the type of business;
 - b. A description of the type of work or duties to be performed;
 - c. The highest number of days and hours to be worked within a single week;
 - d. The name and phone number of the person who will be their immediate supervisor
 - e. Whether or not the employment is covered by worker's compensation ;
3. Personnel shall communicate, in writing, any change that could invalidate the secondary employment approval currently on file with the department.
4. The employee's supervisor will periodically review the conditions of secondary work with the employee to ensure compliance with this policy.

5. Jobs which the Chief of Police deems unacceptable shall be disapproved. Sworn employees are prohibited from employment as a bill collector, bodyguard, private investigator, process server, or employment related to sales or service of alcoholic beverages and related employment.

E. Liability, Indemnification, Insurance

Employees are encouraged to ensure that they have adequate worker's compensation coverage and appropriate insurance coverage to protect the employee from any liability, which may arise out of off-duty employment. Before permission is given for off-duty employment, which requires law enforcement-related duties, the employee shall enter into a written agreement with the department. The agreement shall specify:

1. Precise nature of the work to be performed;
2. Hours or schedule of the work performed;
3. What equipment the employee must maintain;
4. Insurance coverage of the business providing coverage for litigation arising from off-duty employment.

F. Department Liability

1. The department shall not be responsible for medical expenses incurred from injuries sustained while working in any off-duty employment except for that employment in which the department is the contractor for the employment such as school dances, community functions etc.
2. The department recognizes that an officer in law enforcement-related off-duty employment may undertake an action connected with the employment that the courts may construe as a law enforcement duty, and therefore a component of the law enforcement job. Officers are reminded that their off-duty performance must follow the same standards required for on-duty performance. Off-duty law enforcement actions, whether for a private employer or not, must meet the requirements of this manual. In the event that an off-duty employer requires behavior or conduct contrary to the orders, directives, or other job standards of the Sheridan Police Department, then the employee shall conform to the behavior as dictated by the Sheridan Police Department, and shall take immediate steps to terminate the off-duty employment if the situation cannot be resolved otherwise.



Sheridan Police Department
Policies and Procedures
5.4 Replaces 203.1
Chapter 5 – Department Employment
Section 4 – Payroll Time Sheets

Date: January 1, 2013
Updated: 9/9/2021

Signature:

A handwritten signature in blue ink, appearing to read "Michael K. Johnson".

The following guidelines will be used when completing City of Sheridan payroll time sheets.

5.4.1 General Information

- A. Information on payroll time sheets includes the employee's name, employee number, pay period dates, department and division.
- B. Type code numbers are assigned for all general duties and leave requests.
- C. One payroll time sheet will be completed for each two-week pay period.
- D. Each supervisor will be responsible for their respective staff, assuring all time sheets are completed and signed off on.

5.4.2 Overtime/Comp-Time

- A. Generally, employees are compensated for any hours worked over their normally scheduled hours. (See Employee Handbook)
 - 1. Eligible non-sworn employees receive overtime for any time worked in excess of forty (40) hours per week.
 - 2. Eligible sworn personnel receive overtime after additional hours are worked in an eighty-hour (two-week) pay period.
- B. Time worked shall be calculated on the quarter hour system. Eight minutes or more towards the quarter hour will be compensated, seven minutes or less will not.
- C. Several activities are unique to police work and therefore are not specifically addressed by city policy. The following is a list of specific incidents:
 - 1. Holidays (See Employee Handbook)
 - a. Holiday compensation is based on a traditional eight-hour shift. All employees are encouraged to utilize the 9 holidays and 1 personal day benefit provided by the city. Sworn officers and dispatchers assigned to patrol teams are eligible to bank up to 40 hours of holiday pay to be paid at the end of the fiscal year.
 - b. Holiday or Vacation leave may be granted with 14 day notice to their supervisor, unless prior notice was not possible due to unusual circumstances.
 - 2. Criminal and Civil Court
 - a. Court appearances as a result of employment activities: A minimum rate of two hours pay will be given in these incidents if it does not occur in conjunction with the beginning or ending of an assigned shift. If the incident is in conjunction with a shift, the quarter hour rule will apply. Personnel, who claim pay and are reimbursed for their court appearance, must forward the reimbursement to the police department.

- b. Jury Duty: See the city handbook.
- 3. Training and Association Meetings
 - a. All P.O.S.T. accredited hours will be compensated in accordance with standard policies, as long as the employees are directed by the department or their supervisor to attend. Non-mandatory training will be compensated only if approved by the bureau head and the Chief of Police.
 - b. Officers may be subject to discipline for remedial training/qualifications that become necessary for continued certification in various law enforcement functions due to the negligence or inattention on the part of the officer.
- 4. Travel Time

Employees traveling to and from training sessions will receive compensation for the initial trip to the site and the final trip home. Additional trips will not be compensated unless the travel is within the regularly scheduled shift. Travel time compensation will be capped at eight hours a day. Department members should take the fewest number of vehicles practical. The above compensation policies also apply to reimbursements for mileage or fuel.
- 5. Promotional Testing and Oral Board Interviews

Personnel will be compensated to attend promotional testing or oral boards. Supervisors may reschedule employee's hours to provide an opportunity for the employee to attend the testing or interview.
- 6. Shift Differential – All personnel assigned to rotating shifts shall be compensated an additional \$2.00 per hour for hours worked between 6:00 p.m. and 6:00 a.m. Shift differential shall not be given for volunteer grant hours worked between 6:00 p.m. and 6:00 a.m. Extra duty shifts assigned shall be subject to shift differential pay.

5.4.3 Entering Hours

- A. All hours worked must be listed for each day worked during the pay period.
- B. Overtime hours will automatically be calculated from the total number of hours worked.
- C. When entering hours for extra duty, a brief explanation must be listed by the supervisor in the note section of the time card system.



Sheridan Police Department
Policies and Procedures
5.5
Chapter 5 – Department Employment
Section 5 – Employee Benefits

Date: January 1, 2013
Updated: 9/9/2021

Signature:

A handwritten signature in blue ink, appearing to read "Michael K. Johnson".

The City of Sheridan provides a number of benefits to its employees.

5.5.1 Employee Benefits

The City of Sheridan Human Resources Department is the primary source of information on and assistance with employee benefits. This includes:

- A. The city compensation program including:
 - 1. Salary classification and pay ranges;
 - 3. Overtime policy.
- B. The city's leave program including:
 - 1. Leave of Absence;
 - 2. Holiday leave;
 - 3. Sick leave;
 - 4. Vacation (annual) leave; and,
 - 5. Family medical leave.
- C. The following personnel programs:
 - 1. Retirement program;
 - 2. Employee Insurance Coverage;
 - 3. Employee educational benefits/tuition reimbursement.



Sheridan Police Department
Policies and Procedures
6.1 Replaces 410.1
Chapter 6 – Training & Development
Section 1 – Responsibilities, Goals & General Information

Date: January 1, 2013
Updated: 9/28/2021

Signature:

The Sheridan Police Department recognizes it has a responsibility to the community to maintain a capable, responsive and professional workforce. The department is aware that its training program is an important aspect in staffing the department with individuals who will serve the community with professionalism, pride and integrity.

6.1.1 Training Responsibility

- A. The Sheridan Police Department command staff is responsible for the administration and coordination of all department training needs. They will identify training needs of the department and set training objectives. They will assign or arrange for instructors and schedule specific training. In order to keep training viable and relevant they will review and evaluate the current training program including input from personnel.
- B. It is the responsibility of every employee to recognize areas in which additional training would benefit his or her performance and career goals.
- C. It is the responsibility of every supervisor to recognize areas in which the employees under his or her command would benefit from remedial or specialized training and to assist that employee in obtaining such training.

6.1.2 Training Goals

The training goals of the department include:

- A. Ensure training meets the operational needs of the department;
- B. Ensure training satisfies individual job knowledge and skill requirements;
- C. Ensure training fosters unity of purpose and cooperation in departmental operations;
- D. Ensure training properly prepares employees to act decisively and correctly in a wide spectrum of circumstances;
- E. Ensure training meets the requirements of the Peace Officers Standards and Training (POST) Commission for continuing education; and
- F. Assists individuals with career development and advancement.

6.1.3 General Training Information

- A. Attendance is mandatory for all employees assigned by the bureau commander to attend department training programs.
 1. Employees may be excused from authorized training with approval from the bureau commander for the following conditions:
 - a. Reasonable excuses, such as illness, injury or personal emergency;
 - b. Required attendance in court;

- c. Exigent operational needs as directed by the respective bureau commander.
2. Unexcused absences at mandatory training may be subject to disciplinary sanctions.
3. Training missed as a result of excused or unexcused absences shall be made up at the discretion of the bureau commander.
4. Employees assigned to training are expected to:
 - a. Attend the full period of instruction as scheduled.
 - b. Be attentive;
 - c. Dress appropriately; and
 - d. Be respectful of instructors and others attending class.
5. Employees that attend outside training that is not a certification must complete and submit to HR within one working day a training evaluation form.

B. Training Requests

1. Any employee may submit a request for specialized training through the chain of command. A City of Sheridan travel request form will be used for all training requests requiring travel. The chief of police shall have final approval of all training requests.
2. Supervisors will ensure that training requests do not conflict with adequate staffing of their shift.
3. Supervisors will ensure that training requests are necessary and appropriate and will benefit both the department and employee.
4. The Sheridan Police Department encourages its employees to seek higher education through their own initiative and on their own time. Tuition reimbursement through the City of Sheridan may be available for employees. Guidelines can be found in the city's employees handbook.

C. In-House Training and Lesson Plans

1. The department requires lesson plans for training courses conducted by the agency.
2. Instructors are responsible for the lesson plan development.
3. Plans should include:
 - a. A statement of job related performance goals and objectives;
 - b. The content of the training and specification of the appropriate instructional techniques; and
 - c. The method of evaluating or testing students.
4. Planned training classes will be submitted to the Peace Officer Standards and Training Commission for certification of the course through the office of the chief of police.

D. Departmental Instructors

1. The department will use qualified competent instructors in each subject area. This may be members of the department or instructors from outside the department that possess the necessary knowledge and abilities in regards to the subject that is going to be taught.
2. Instructors for the department are selected based upon their skills, knowledge, and abilities in their areas of practice.

E. Remedial Training / Performance Improvement Plans

1. Remedial training and performance improvement plans are defined as personalized training used to correct a specific job-related deficiency. The department recognizes remedial training as a constructive tool to reinforce, maintain and/or refine an employee's skills, knowledge, and abilities in keeping with the goals and objectives of the department.

2. The need for remedial training is normally identified by a supervisor through performance evaluations, evaluations during department training, during field training, by observations of supervisors during routine duties, or an internal investigation.
3. An employee and/or group of employees may be assigned to remedial training:
 - a. At the request of a supervisor, through the chain of command;
 - b. At the request of the employee, through the chain of command; or
 - c. At the request of administrative staff.
4. Remedial training or performance improvement plans will be scheduled as soon as practical, and will be required to be satisfactorily completed by the employee.

F. Training Records

1. All training records and employee files with updated training shall be maintained by the administrative coordinator in the office of the chief of police.
2. Training records shall be completed by the course instructor and submitted to the administrative coordinator for filing with P.O.S.T. and retention.
3. Information recorded will include:
 - a. Date of course;
 - b. Title of course;
 - c. Course content or lesson plan;
 - d. Instructor;
 - e. Names of attendees; and
 - f. Number of hours completed.
4. It is the responsibility of each employee obtaining training outside the department to provide information about the course and a copy of any certificate received to the administrative coordinator for inclusion in the training record and submittal to POST if needed.
5. Training records will be treated the same as personnel records, with only those persons authorized by law having access.

G. Travel Expenses and Reimbursement

1. Costs associated with training will be paid for according to the City of Sheridan employee handbook.
2. For travel expenses made with a city purchasing card:
 - a. Purchases shall be made in accordance with the City of Sheridan employee handbook.
 - b. The employee must provide itemized receipts to his or her supervisor immediately upon his or her return to work.

6.1.4 Civilian Training

- A. Civilian personnel shall receive training consistent with their job tasks and responsibilities.
- B. Civilian employees in the following job assignments shall receive initial and ongoing training commensurate with their job responsibilities;
 1. Clerical Personnel
 - a. On-the-job training and equipment familiarization;
 - b. Customer service skills;
 - c. Legal issues related to the release of reports and information.

- d. Training, certification and recertification is required for access to FBI and other CJIS systems.
- 2. Communications Personnel
 - a. Training, certification and recertification is required for dispatch and other personnel whose work assignment requires the use and access to FBI and other CJIS systems.
 - b. Peace Officer Standards and Training (POST) rules require dispatchers obtain basic certification within two years of employment by attending a commission approved training program.
 - c. Peace Officer Standards and Training rules require dispatchers obtain advanced certification within two years of basic certification. This requires twenty hours of commission approved training and one additional year of experience as a dispatcher.
 - d. Peace Officer Standards and Training rules require dispatchers obtain professional certification within three years of advanced certification. This requires:
 - i. Forty hours of commission approved training and three additional years of experience as a dispatcher; or
 - ii. An associate's degree, twenty hours of commission approved training and two additional years of experience as a dispatcher; or
 - iii. A baccalaureate degree and one year additional experience as a dispatcher.
 - e. After reaching professional certification all dispatchers certified in Wyoming shall be required to have a minimum of twenty hours of continuing education every two years for the purpose of maintaining certification.
 - f. Field training for dispatch will follow a similar format as that for new officers. (Section 6.2.)
- 3. Community Service Officers will receive training necessary to perform their listed job duties and functions as found in their job description.
 - a. Field training for community service officers will follow a similar format as that for new officers. (Section 6.2.)



Sheridan Police Department
Policies and Procedures
6.2
Chapter 6 – Training & Development
Section 2 – New Officer Training

Date: January 1, 2013
Updated: 09/28/2021

Signature:

New officer training is designed with the intent of producing a positive and highly motivated police officer capable of meeting or exceeding standards of the department.

6.2.1 Overview of the Field Training Officer Program

- A. The field training officer (FTO) program provides a basis for all trainees hired by the police department to begin their training in police work. The FTO program is supplemented by the department's in-service training program, the Wyoming Law Enforcement Academy Peace Officer or Communications Officer Basic Course, additional courses at the Wyoming Law Enforcement Academy, and other department sponsored training.
- B. Every trainee, regardless of prior experience, must complete the field-training program prior to being released for full duty. To provide the trainee with a wide resource base, a variety of well-qualified certified officers are used to assist in the training process as well as non-sworn personnel to assist in orienting the trainees to various functions of the department.
- C. The overall intent of the FTO program is to provide a strong base for newly hired trainees in the department to build their skill levels so that they may provide the best possible service to the citizens of Sheridan. The training program has the following specific objectives:
 - 1. Provide training for trainees in departmental procedures and the statutory requirements of their positions;
 - 2. Assist in evaluating the skill level of the trainees during the training period and identify areas which require further training;
 - 3. Prepare trainees to work in the community with an understanding of their role and the expectations of this agency and community; and
 - 4. A way to assess the trainee's adaptation to police work and to aid in determining if continued employment is appropriate.
- D. The standard field training program for officers will be a program consisting of four phases. Each phase is approximately one month in length, except the final phase which will generally be 80 work hours.

6.2.2 Operation of the Field Training Officer Program

- A. The FTO program coordinator will prepare a training schedule. As the training process progresses, the FTO program coordinator, shift sergeants and corporals will make frequent reviews of the trainee's progress.
- B. During the training program, various tests will be administered by the FTO to test the trainee's knowledge and skill base. If deficiencies are encountered, remedial training will be scheduled.

6.2.3 Personnel Responsibilities

A. Field Training Officer Coordinator

1. The FTO program coordinator with approval of the patrol operations lieutenant is responsible for the overall management of the training program including the updating of procedures used, training schedules, training materials, selection of training officers, evaluation of the training process and employment retention recommendations.
2. The FTO program coordinator will periodically review the trainee's progress. The coordinator shall review all daily observation reports, periodic evaluations and any other information relative to the training progress. The FTO program coordinator is responsible for maintaining and securing the trainee' training files. Upon completion of the trainee's field training, all written materials will be forwarded to the patrol operations lieutenant with employment retention recommendations. The patrol operations lieutenant will review this material and then forward all written materials compiled during the trainee's field training to the office of the Chief of Police with a recommendation as to whether or not the trainee should be retained by the department to complete his or her trial service period.
3. The FTO coordinator will arrange classroom training and remedial training as needed.

C. Shift Supervisor

1. A shift supervisor will review the trainee's progress whenever a trainee is assigned to his or her shift. Supervisors will supervise new officers closely keeping in mind that the trainee may not be familiar with all the requirements of the job in making duty assignments and call designations.
2. Deficiency in the trainee's performance will be immediately noted to the FTO with recommendations as to the potential for remedial training improvements.

D. Field Training Officer

1. The FTO is the primary evaluator of the trainee's progress during the training program. Training officers will strive to be fair and unbiased in their evaluation of the trainee's progress and make every effort to see that materials are presented in a proper fashion and assist whenever possible in helping the trainee successfully complete the FTO program.
2. The FTOs will adhere to the schedule provided by the FTO coordinator and training materials contained in the field training manual. Field training officers will not deviate from materials presented in the field training manual without express permission of the operations supervisor. Inconsistencies in work performance and failing to comply with the departmental standards by the trainee will be discussed with the trainee and noted on daily observation reports. When difficulties are encountered that the trainer does not feel he or she can adequately resolve, he or she will notify the shift supervisor and the FTO program coordinator so that the situation can be dealt with in a timely fashion. FTOs should not request any discretionary time off that would be in the scheduled training period. The trainee shall not request discretionary time off until they have satisfactorily completed the field training program
3. Since the role of the FTO is primarily that of an instructor and coach during the training process, the trainer will assist the trainee in learning the materials contained in the training manual. A system to review training materials should be as follows:
 - a. Have the trainee read the material;
 - b. Review what the trainee has read;
 - c. Demonstrate the use when possible;

- d. Have the trainee perform and demonstrate the material;
 - e. Evaluate the performance either by review or through the testing process administered by the FTO following the completion of each phase.
 - 4. When another officer initially presents the training materials, the FTO must review the information with the trainee. When another training officer is used for supplemental training the assisting training officer will strive to make sure that philosophical conflicts between trainers are kept to a minimum to provide the trainee with a stable training philosophy.
- E. Trainee
- 1. Each trainee, regardless of prior experience, must complete the field training program prior to being released for a duty assignment. As previously noted, this program consists of several methods of training using a variety of instructors, evaluation and testing methods. Trainees are instructed to follow the training outlines and adhere to the directions provided by the trainers.
 - 2. In the event of discrepancies between trainers, the issue should be addressed with the FTO Coordinator who will research the issue and provide direction to the trainee.
 - 3. The trainee will complete any assignments as directed by the training officer unless the assignment is an illegal act, a violation of department rules and regulations, or the trainee feels that he or she cannot adequately perform in a safe manner. If safety is an issue, then the trainee should inform the FTO of that situation rather than complete the task and risk harm to the trainee, another police officer or a citizen.

6.2.4 Field Training Manual

- A. The field training manual is a comprehensive instructional manual reflective of the Sheridan Police Department's strong commitment to providing quality training to sworn personnel during the course of their employment.
- B. The training manual includes the instruction blocks and research and reading materials specifically designed to supplement the instruction blocks. The manual provides a written record of how and what areas the trainee was trained on and this record is retained by the department after the trainee has finished the field training program.
- C. Prior to being used, all field training program materials are reviewed and approved by the operations supervisor and the chief of police.
- D. Using the Training Manual
 - 1. Outlines for each phase are contained in the field training manual. Each outline contains specific topics to be reviewed, materials that must be covered, and reading assignments.
 - a. Each outline must be initially reviewed by the trainee and training officer and later reviewed by the designated FTO. Training officers must initial and date the areas on the outline that have been completed.
 - b. The FTO must review and initial the completion of the reading assignments.
 - 2. Trainees are assigned a variety of reading materials including: statutes, policies, technical reading, rules and regulations, and city ordinances.
 - a. The assignments are designed to supplement the topics on the outline and should be read prior to reviewing the topic areas with the training officers.
 - b. Test questions are taken from some of the reading assignments. Trainees will notify the FTO when the reading assignments are completed.

- c. All materials needed to complete reading assignments and to review topic areas will be available to the trainee from the program coordinator.
- 3. The field training manual includes a checklist to assist in ensuring that training is preparing the trainee for the types of duties that the trainee will be handling after training.
- 4. Tests will be administered upon completion of the training materials in a specific phase. If a test cannot be completed as scheduled the FTO will notify the FTO program coordinator. Tests will be administered by the FTO. The FTO coordinator will supply the test and the answer sheet as requested by the FTO.
 - a. Tests will be a combination of multiple choice, true/false, fill in the blank, and practical exercises.
 - b. Each trainee will review the test with the FTO prior to the testing date.
- 5. Daily observation reports are a fundamental component of the field training manual.
 - a. Prior to beginning the field training program, a copy of the form and the definitions will be given to each trainee and reviewed.
 - b. Standardized evaluation guidelines will be followed with emphasis on consistency between acceptable and unacceptable performance.
 - c. The forms will be completed by the assigned FTO at the completion of each shift. The trainee and the FTO must initial the evaluation sheet. The evaluation forms will be retained by the FTO and reviewed with the program supervisor at the scheduled meetings.

6.2.5 Wyoming Law Enforcement Academy

- A. The Sheridan Police Department will utilize the Wyoming Law Enforcement Academy for basic training. Probationary officers shall attend and successfully complete all required phases of the Wyoming Law Enforcement Academy basic program within one year from the date of hire (Wyoming Statute 9-1-704).
- B. The patrol operations lieutenant shall be the primary contact and maintain a working relationship with the staff of the Wyoming Law Enforcement Academy, keeping the channels of communication open, in order to monitor the progress of trainees and provide input into the academy training program.
- C. The patrol operations lieutenant or designee will act as liaison with the officers who are in the academy.
- D. Officers attending the Wyoming Law Enforcement Basic Academy are considered on-duty and shall abide by all department policies, rules, and regulations as well as academy regulations.
- E. Requests from the Wyoming Law Enforcement Academy for an employee to assist their staff with training shall be forwarded to the patrol operations lieutenant, who will coordinate the employee's participation.

6.2.6 Field Training Officer Selection

- A. The selection process for FTOs is critical to a successful program as many of the values, tactics and attitudes of the FTOs are transmitted to inexperienced officers. Many factors will be taken into consideration during the selection process. See section 4.3.3. Specific factors for FTO consideration include, but are not limited to, the following aspects of job performance:
 - 1. Experience;
 - 2. Temperament;

3. Teaching skills;
 4. Communication skills; and
 5. Disciplinary history.
 6. Past performance
 7. Adherence to department values.
- B. Successful FTOs must be able to assume a leadership/mentorship role and be willing to make a commitment to the field training program.
- C. Field training officers must successfully complete an approved FTO training as directed by the FTO coordinator.
- D. Continuing training for FTOs should include instructor development and first line supervision.



Sheridan Police Department
Policies and Procedures
6.3
Chapter 6 – Training & Development
Section 3 – Advanced Officer Training

Date: January 1, 2013
Updated: 09/28/2021

Signature:

Advanced training will be conducted to satisfy department needs, provide for individual officers career development needs and meet statutory requirements.

6.3.1 POST Required Training

- A. Peace Officer Standards and Training (POST) rules require peace officers obtain advanced certification within two years of basic certification. This requires eighty hours of commission approved training and one additional year of experience as a peace officer.
- B. Peace Officer Standards and Training rules require peace officers obtain professional certification within three years of advanced certification. This requires:
 - 1. Eighty hours of commission approved training and three additional years of experience as a peace officer; or
 - 2. An associate's degree, forty hours of commission approved training and two additional years of experience as a peace officer; or
 - 3. A baccalaureate degree and one year additional experience as a peace officer.
- C. After reaching professional certification all peace officers certified in Wyoming are required to have a minimum of forty hours of continuing education every two years to maintain certification.

6.3.2 In-Service Training

- A. Sworn employees will complete an annual program of in-service training. Topics of training may include:
 - 1. Firearms qualification;
 - 2. Taser use and proficiency;
 - 3. Custody and control;
 - 4. Legal updates;
 - 5. Departmental policy with emphasis on changes;
 - 6. Statutory or case law affecting law enforcement operations;
 - 7. Hazardous materials incidents;
 - 8. Interaction with the mentally ill;
 - 9. CPR, First Aid;
 - 10. Special and or topical issues affecting law enforcement.
- B. Topics and mandatory attendance for the in-service training will be determined by the department's command staff.

6.3.3 Shift Training

Section: 6.3

Effective Date: 01/01/2013

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- A. Shift training will be utilized to introduce new legislation affecting law enforcement, recent court decisions, policy, safety, crime trends and as a review of law enforcement practices, principles, tasks and skills.
- B. Training will be presented during shift briefings or at a time designated by the supervisor. Training presented at shift briefings will be documented.
- C. Topics for the training may be provided to shift supervisors monthly. Each shift will follow the schedule provided. Supervisors will be responsible for the topic of the monthly shift training during their shift briefing if it is not provided to them.
- D. It is the supervisor's responsibility to ensure consistent effective shift briefing training. Supervisors are responsible for ensuring officers under their supervision attend the training and that the proper documentation is completed.

6.3.4 Specialized Training

- A. Specialized training is training needed due to change in status or assignment.
- B. The purpose of specialized training is to:
 - 1. Develop or enhance the skills, knowledge, and abilities particular to the specialization.
 - 2. Provide review and updates upon return from an extended leave of absence (military, sick, injured, etc.)
- C. Specialized training will normally be completed prior to the beginning of a new assignment or initiated as soon as feasible after transfer to the new assignment. Some positions such as instructors require specialized training prior to performing that function and other positions will require continued on-the-job training during tenure in that assignment. The development of specialized training should include the following:
 - 1. Development and enhancement of the skills, knowledge, and abilities particular to the specialized assignment;
 - 2. Department policies and procedures related to the specialized assignment;
 - 3. Supervised on-the-job training;
 - 4. Retraining requirements and certifications, if any;
 - 5. Training and qualifications for the utilization of specialized equipment or for the control and use of animals (e.g., K9).

6.3.5 Advanced Training

- A. Advanced training is described as training designed to improve the competence of officers who have been promoted.
- B. Upon promotion to a higher rank the duties and responsibilities of the employee change significantly. Newly promoted supervisors will require supervisory, management and administrative skills and knowledge that are necessary to perform at the new rank. If this training was not received prior to promotion, it will be provided as soon as practical.
- C. The Chief of Police will decide who will attend advanced training courses. This selection will be based on considerations such as department needs and budget constraints.

6.3.6 Career Development

- A. The department encourages its employees to take advantage of those courses offered by POST certified providers to further their career development goals.
- B. The department will endeavor to accommodate an employee's request to attend training that lies within their area of interest to further their career objectives.

C. Supervisors should include career development in the performance evaluation process, using training recommendations during counseling to enhance and develop the employee's skills.

6.3.7 Professional Affiliation

- A. This agency recognizes the value of participation by members in professional associations and related organizations having goals and objectives compatible with the law enforcement profession.
- B. This agency encourages officers to participate in such organizations recognizing that they are often beneficial to the career development of the individual and the attainment of agency goals and objectives. Affiliations of this nature are of three general types:
 1. Law enforcement alumni associations are composed of graduates of academies or other programs such as the FBI National Academy or the Northwestern University Center for Public Safety;
 2. Professional service associations are organizations composed of members who share common interests and goals in professional development of the law enforcement profession, such as the International Association of Chiefs of Police; and
 3. General law enforcement associations are composed of members who are eligible to join by virtue of their law enforcement employee status such as this state's peace officers association.



Sheridan Police Department
Policies and Procedures
7.1 Replaces 203.4
Chapter 7 – Employee Welfare
Section 1 – Safety

Date: January 1, 2013
Updated: 09/28/2021

Signature:

The Sheridan Police Department recognizes the dangers of police work and is committed to limiting those dangers through proper training, equipment and supervision.

Definitions

- Injury - As defined by the Workers' Compensation Act, "any harmful change in the human organism other than normal aging and includes damage to or loss of any artificial replacement and death, arising out of and in the course of employment while at work in or about the premises occupied."
- Serious Injury - Any injury requiring immediate medical treatment and/or hospitalization or causes the employee to be relieved of regular duty assignment.

7.1.1 Safety

The City of Sheridan has a safety program administered by the city safety committee.

7.1.2 Reporting Work Injuries

- A. Work injuries, including re-injuries of previously reported work injuries, regardless of how serious, must be reported per City of Sheridan Employee Handbook and City of Sheridan Safety & Health Program.
- B. In the event of a work related injury, it is the responsibility of the supervisor to notify the HR Department.
- C. When an employee is seriously injured, as soon as practicable notification will be made through the chain of command up to the Chief of Police.
- D. The City of Sheridan incident/accident report forms must be completed for every injury/accident. The form shall be completed by the employee and his or her immediate supervisor prior to the end of the employee's shift, or as soon as possible. The form will then be forwarded to the department head through the chain of command and submitted to the HR Department.
- E. It is the employee's responsibility to initiate the workers compensation report of injury form whenever an injury requires medical treatment or time off to heal. The employee's immediate supervisor should review the form for completeness and accuracy before submittal. The form will be submitted to the human resources department. Human resources will complete the

- employer section of the form. If the employee is unable to complete the form the employee's supervisor shall do so.
- F. The workers compensation report of injury form must be completed within 72 hours of the time of the injury or "within 72 hours after the general nature of the injury became apparent" [apparent that such injury has resulted in, or is likely to cause compensable disability (lost time from work or medical bills)] to comply with state statute 27-14-502. If the forms are not completed within this time, the claim may be denied.

7.1.3 Workers Compensation

The City of Sheridan worker compensation policies are in the employee handbook.



Sheridan Police Department
Policies and Procedures
7.2
Chapter 7 – Employee Welfare
Section 2 – Bloodborne Pathogens

Date: January 1, 2013
Updated: 09/28/2021

Signature:

It is the responsibility of the Sheridan Police Department to assure that its members are able to perform their duties in a safe and effective manner. It shall be the policy of this department to continually provide employees with up to date safety procedures and bloodborne pathogen information that will assist in minimizing potential exposure while increasing the understanding of the nature and potential risks of bloodborne pathogens.

Definitions

Blood -	Human blood, blood products, or blood components.
Bloodborne Pathogens -	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus and human immunodeficiency virus (HIV).
Exposure Control Plan -	A written plan identifying and documenting the tasks, procedures, and job classifications where there is exposure to blood or other potentially infectious material.
Exposure Incident -	A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
Occupation Exposure -	A reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material that may result from the performance of an employee's duties.
Parenteral	Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.
Personal Protective Equipment -	Specialized clothing or equipment worn by employees for

protection from exposure to blood and other potentially infectious material.

Potentially Infectious Materials - Includes human body fluids, such as saliva, semen, vaginal secretions, urine, cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids; any body fluid contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

7.2.1 Work Environment

A. Bloodborne pathogen exposure determination

1. The department realizes that police officers and some non-sworn personnel, in the course of their duties may be exposed to potentially infectious materials.
2. Exposure determination is defined as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of the employee's duties." Exposure determination shall be made regardless of the use of personal protective equipment.
3. Those job classifications in which employees can be reasonably anticipated to be exposed to blood or other infectious materials include all sworn employees, community service officers, and evidence custodians.
4. These job classifications are considered at risk because the following job associated tasks may result in occupational exposure to blood or other potentially infectious materials:
 - a. Acting as a first responder and providing first aid;
 - b. Arresting, transporting, searching, or processing an individual in police custody who may be contaminated by blood or body fluids; or
 - c. Collecting and/or processing evidence that may be contaminated.

B. Implementation schedule and methodology (compliance method)

1. Universal precautions will be observed by employees in order to prevent contact with blood and other potentially infectious material. All blood and other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
2. Disposable gloves shall be worn when handling any persons, clothing, or equipment with body fluids on them. The gloves shall be replaced as soon as practicable when contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
3. Mask, protective eyewear, and coveralls should be worn where body fluids may be splashed on the officer.
4. All sharp instruments such as knives, scalpels, and needles shall be handled with extraordinary care and should be considered a contaminated item.
 - a. Officers should not haphazardly place their hands in places where sharp instruments might be hidden. An initial visual search of an area should be conducted using a flashlight when necessary. The suspect may also be asked to

- remove such objects from his or her person if the officer feels safe in allowing the suspect to do so.
- b. Needles shall not be recapped, bent, broken, or removed from a disposal syringe or otherwise manipulated by hand.
 - c. Needles and other sharps shall be placed in a puncture resistant container which is leak proof on the sides and bottom when being collected for evidentiary or disposal purposes. The container will be labeled or color-coded in accordance with OSHA standards.
5. Officers, community service officers, and evidence custodians shall not smoke, eat, drink, handle contact lenses, or apply makeup or lip balm around body fluid spills or in areas where there is a reasonable likelihood of occupational hazard.
 6. Officers shall not put their fingers in or near any person's mouth, except in emergencies.
 7. Food and drink shall not be kept in refrigerators, freezers, shelves, cupboards, on counter tops or bench tops where blood or other infectious materials are present.
 8. Any evidence contaminated with body fluids will be double packaged in containers that will prevent leakage during collection, handling, storage, transportation, or shipping. The containers shall be labeled or color-coded as a biohazard. If outside contamination of the containers occurred, it shall be placed in an additional container, which meets leakage and labeling guidelines. For evidence integrity purposes, the containers shall be of paper or cardboard.

C. Transportation and custody

1. Where appropriate protective equipment is available, no officer shall refuse to arrest or otherwise physically handle any person who may have a communicable or infectious disease.
2. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals.
3. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has body fluids present on his or her person, or has stated that he or she has a communicable disease.
4. Officers shall document on the appropriate arrest or incident form when suspects taken into custody have body fluids on their person, or have stated that they have a communicable disease.

D. Disinfection

1. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with hot running water and soap for 15 seconds before rinsing and drying. Other mucous membranes will be flushed with water as soon as possible if contaminated (i.e. eyes, mouth).
 - a. Antiseptic products may be used where soap and water are unavailable.
 - b. Disposable gloves should be removed by reversing the glove to eliminate contact to the exposed skin. The hands and forearms should then be washed or cleaned with an alcohol towelette or cleaner.
 - c. Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.
 - d. All open cuts and abrasions shall be covered with waterproof bandages before reporting for duty.

- e. All personal protective equipment should be removed immediately, or as soon as possible upon leaving the work area, and placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. Containers for disposal will be kept in the sally port.
2. Officers should remove clothing that has been contaminated with body fluids as soon as practical. Any contacted skin areas should then be cleansed in the prescribed fashion. Contaminated clothing should be handled carefully and laundered in the normal fashion (not dry-cleaning). Officers are encouraged to keep a second uniform at work to allow for a quick changing of contaminated clothing.
3. Disinfection procedures shall be initiated whenever body fluids are spilled, or an individual with body fluids on his or her person is transported in a departmental vehicle.
 - a. A supervisor shall be notified and the vehicle taken to the sally port to be disinfected.
 - b. Personnel shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices, or seams that may be holding excess fluid. Utility gloves will be used while cleaning the fluids.
 - c. The affected area will be disinfected using hot water and detergent or alcohol, and allowed to air dry.
4. Non-disposable equipment and areas upon which body fluids have been spilled shall be disinfected as follows:
 - a. Any excess of body fluids should first be wiped up with disposable absorbent materials.
 - b. A freshly prepared solution of one part bleach to 10 parts water or an approved hospital disinfectant germicide/tuberculocidal shall be used to clean the area or equipment. Protective utility gloves will be used during all cleaning or decontaminating of potentially infectious surfaces. They may be decontaminated for re-use, however, shall be replaced if cracked, peeling, torn, punctured, or exhibiting other signs of deterioration.
5. All disposable equipment, cleaning materials or evidence contaminated with body fluids shall be bagged and disposed of in the hazardous waste material disposal container in the sally port, or in the blood draw room.
6. Containers contaminated with or containing body fluids shall be labeled. Labels shall be fluorescent orange or an orange-red in color with the letter or symbol in a contrasting color.
 - a. The word or message must be understandable to all employees who may be exposed to the hazard.
 - b. Red bags or red containers may be substituted for labels.
 - c. Evidence areas including refrigerators and freezers will be labeled "biohazard" in order to alert others of potentially dangerous materials.

7.2.2 Maintenance

A. Supplies

1. Officers and evidence custodians are responsible for continuously maintaining and storing in a convenient location, an adequate amount of disease control supplies for

- their unit or work area. Supervisors will periodically inspect work areas or vehicles to assure adequate supplies are available.
2. Protective gloves, other first aid supplies, and disinfecting materials will be made readily available at all times.
 3. All department vehicles shall be continuously stocked with the following communicable disease control supplies:
 - a. Disposable gloves;
 - b. Puncture resistant containers;
 - c. Sealable plastic bags;
 - d. Protective eyewear and masks;
 - f. Waterproof bandages;
 - g. Paper bags (evidence collection, blanket storage); and
 - h. Disposable gowns
 - I. Protective booties
 4. Officers using supplies stored in vehicles are responsible for their immediate replacement. The evidence technician will maintain a supply of the above items and make them available for officers.
 5. Officers are required to keep disposable gloves in their possession while on patrol.
 6. All personal protective equipment used by the Sheridan Police Department will be provided at no cost to the employees. Personal protective equipment will be chosen based on the anticipated exposure to blood and other potentially infectious material. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious material to pass through it or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration which the protective equipment will be used.
- B. Personal protection equipment cleaning and disposal
1. All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to the employees. All garments, which are permeated by blood, shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. When personal protective equipment is removed, it shall be placed in an appropriately designated area or container for storage, washing, and decontamination or disposal.
 2. Disposal gloves are not to be washed or decontaminated for reuse.
- C. Housekeeping
1. Contaminated work surfaces must be decontaminated with disinfectant upon completion of a procedure or when contaminated by splashes, spills, or contact with blood or other potentially infectious materials.
 2. All equipment and working surfaces that could have become contaminated should be cleaned and checked immediately and shall be decontaminated as necessary.
 3. All bins, pails, cans, and similar reusable or disposal receptacles, which have a reasonable likelihood of being contaminated, must be decontaminated.
 4. Contaminated clothing or laundry should be handled as little as possible with a minimum of agitation. Protective gloves and other appropriate personal protective equipment should be used when handling contaminated clothing or laundry. Contaminated clothing or laundry shall be bagged or containerized as soon as possible.

- Contaminated clothing or laundry shall be placed and transported in bags or containers and properly labeled in accordance with the labeling requirements of the standard.
5. Whenever contaminated laundry is wet or presents a reasonable likelihood of soaking through or of leakage from the bag or container, it shall be placed and transported in bags and containers that prevent soak through and/or leakage.

7.2.3 Vaccination

- A. The Hepatitis B vaccination shall be offered within ten days of employment at no cost to all employees whose job involves risks of directly contracting blood or other infectious material.
- B. Vaccinations shall be given according to recommendations for standard medical practices. Free screening will not be required as a condition of receiving the vaccination.
- C. If an employee has documentation of previous vaccination, a copy will be made available to the agency. Post vaccination titers may be done to verify seroconversion.
- D. Employees may choose not to be vaccinated, however, they must sign a declination form to be placed in their personnel files. Employees may later decide to receive the vaccination at no cost to the employee.
- E. If a routine booster dose of Hepatitis B vaccination is recommended by the U.S. Public Health Service at a future date, such doses shall be made available.

7.2.4 Post-exposure evaluation and follow up

- A. All exposure incidents shall be reported, investigated, and documented as with any accident/injury. (See 7.1) When employees incur an exposure incident, it shall be reported immediately to their supervisor and the supervisor and employee shall complete all appropriate duty injury and medical forms. Immediately after exposure, the employee shall be offered confidential medical evaluation and follow-up. The source individual's blood should be tested if infectiousness is unknown. The employee's supervisor will ensure all proper procedures are followed regarding reporting, medical care and follow-up evaluations.
 1. Obtain consent, collect, and test exposed employee's blood as soon as possible after the exposure incident. Post exposure testing is encouraged but not mandatory.
 2. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for 90 days. If the employee changes his or her mind in that period, the testing shall be done.
 3. Offer the employee post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
 4. The employee's test results shall remain confidential except for disclosure to an appropriate departmental official as authorized by the employee or by state law.
 5. The department shall support continued testing of the employee involved for evidence of infection and provide psychological counseling as determined necessary by health care officials.
 6. The source individual's blood shall be tested as soon as feasible after consent is obtained in order to determine HBV or HIV infectiousness. If consent is not obtained and sufficient cause exists, the department shall seek a warrant ordering the medical examination of the source to determine infectiousness. If the source is known to be infectious for HBV or HIV, testing need not be repeated to determine the known infectivity.

7. The exposed employee will be provided with the test results and information about applicable disclosure law and regulations concerning the source identity and infectious status.
- B. The department shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided:
 1. A copy of OSHA regulation 29CFR1910.1030;
 2. A description of the exposed employee's duties as they relate to the exposure incident;
 3. Documentation of the route of exposure and circumstances under which exposure occurred;
 4. Results of the source individual's blood testing, if available; and
 5. Medical records relevant to the appropriate treatment of the employee including vaccination status.
- C. Following the post-exposure evaluation, the health care professional will provide a written opinion to the employer, this opinion is limited to a statement that the employee has been informed of the results of the evaluation and told if they need further evaluation or treatments. All other findings are confidential.
 1. Employees who test positive for an infectious disease may continue working as long as they maintain acceptable performance and do not pose a safety or health threat to themselves, the public, or the department.
 2. The department shall make all decisions concerning the employee's work status solely on the medical opinion and advice of health care professionals.
 3. The department may require an employee to be examined by a departmental health care official to determine if he or she is able to perform his or her duties without hazards to self or others.
 4. Follow-up with the exposed employee shall include counseling and medical evaluation of any acute illness that may occur within twelve weeks post exposure and the use of safety measures according to recommendations for standard medical practice.

7.2.5 Information and training

- A. The appropriate bureau commander shall ensure that training is provided at the time of initial assignment or tasks where occupational exposure may occur and that it shall be repeated on a regular basis at least annually [OSHA Standard 1910.1030(g)(2)(iv)]. Training shall be tailored to the education and language level of the employees. The training will include:
 1. A discussion of epidemiology and symptoms of bloodborne disease;
 2. Explanation of the modes of transmission of bloodborne pathogens;
 3. Explanation of the Sheridan Police Department Bloodborne Pathogen Exposure Control Program and method for obtaining a copy;
 4. Recognition of the tasks that may involve exposure;
 5. An explanation of the use and limitation of methods to reduce exposure including work practices and personal protective equipment;
 6. Information on the types, use, location, removal, handling, decontamination and disposal of personal protection equipment;
 7. An explanation for the basis for selection of personal protection equipment;
 8. Information on Hepatitis B vaccination including efficacy, safety, methods of administration, benefits, and that it will be offered free of charge;

9. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious material;
 10. An explanation of the procedures to follow if an exposure incident occurs including the method of reporting and medical follow up;
 11. Information on the evaluation and follow-up required after an employee exposure incident;
 12. An explanation of the signs, labels, and color-coding system;
 13. An accessible copy of the OSHA text (29CFR 1910.1030) and explanation of its contents; and
 14. An opportunity for questions and answers.
- B. The patrol operations lieutenant is responsible for maintaining the following training records. These records will be maintained for three years from the date of the training. The following information shall be documented:
 1. Date of training session;
 2. Outline describing material presented;
 3. Name and qualifications of person conducting the training;
 4. Name and job titles of all persons attending the training sessions.
- C. Record keeping
 1. The human resources department will maintain a confidential medical record of each employee with potential for exposure according to OSHA rules. These records will contain the following information:
 - a. Employee's name and social security number;
 - b. Employee's Hepatitis B vaccination status including dates of all Hepatitis B vaccinations and any medical records related to the employee's ability to receive vaccinations;
 - c. Results of the examination, medical testing, and post-exposure evaluation and follow-up procedures;
 - d. The employer's copy of the health care professional's written opinion; and
 - e. A copy of information provided to the health care professional.
 2. Injuries and incidents of exposure require completion of an incident accident report form.
 3. The police department shall complete written records of all incidents involving employees who have potentially been exposed to blood or other potentially infectious material. These records will be maintained with the employee's medical file.
 4. These records shall be retained for thirty years after the end of employment.
 5. All medical records must be kept confidential.



Sheridan Police Department
Policies and Procedures
7.3
Chapter 7 – Employee Welfare
Section 3 – Employee Assistance Program

Date: January 1, 2013
Updated: 09/28/2021

Signature:

The Sheridan Police Department recognizes that a wide range of problems not directly associated with one's job function can affect an employee's job performance. There is a potential for these problems to have a significant impact on one's personal and professional well-being. The city's employee assistance program is meant to address these problems in an attempt to minimize their impact.

7.3.1 Purpose of Program

- A. The purpose of the employee assistance program (EAP) is to provide assistance to employees and their family members who are suffering from problems or concerns that may tend to jeopardize their physical or psychological well being.
- B. The department recognizes that there are a wide variety of problems that could potentially affect an employee's health, productivity and general well being. Some of these problems include:
 - 1. Stress;
 - 2. Anxiety;
 - 3. Depression;
 - 4. Family, marital and relationship concerns;
 - 5. Parenting;
 - 6. Chemical dependencies;
 - 7. Legal issues; and
 - 8. Financial concerns.

7.3.2 Program Benefits

- A. The City of Sheridan provides the employee assistance program as an employer paid benefit for city employees, their eligible dependents, and other persons permanently residing with the employee to assist its members in a professional and confidential manner in the identification and resolution of personal or work related problems or concerns, which may affect the member's personal well being or job performance. Eligible dependents are defined in the employee assistance program contract as any member of the employee's immediate family.
- B. Further information is available through the human resources department, City Handbook.

7.3.3 Referrals

- A. Self Referral
 - 1. An employee may voluntarily contact the EAP at any time for assistance. This self-referral can be completely of his or her initiative. The self-referral may also be in

response to informal suggestions by supervisors, through whom employees are made aware of EAP services.

2. Employees may access this service by calling the Human Resource Office.
3. If appointments are necessary during normal working hours, the time may be charged to accrued sick leave.
4. Information regarding the reasons employees are seeking assistance through the EAP is strictly confidential. Supervisors shall not inquire as to what the reasons for seeking assistance are and, if an employee volunteers any information, it shall be treated confidentially.

B. Supervisor Referral

1. Supervisors, at all levels, must be mindful of the potentially destructive effects of occupational stress and other issues in the lives of employees that may require counseling or some other type of intervention and have the responsibility to guide employees to the employee assistance program if appropriate.
2. Timely intervention by a supervisor into an employee's mental health needs often prevents these issues from escalating into problems that are destructive to the employee's career and personal relationships.
3. Supervisors may refer employees to the employee assistance program resources at any time for voluntary participation.
4. Supervisors may recommend a mandatory referral to the EAP. This generally occurs as a result of an employee's involvement in a critical incident or when a supervisor recognizes an employee is affected by their participation in a critical incident.
5. Other mandatory evaluations such as a fitness for duty evaluation generally occurs in conjunction with some form of disciplinary action, such as a performance improvement plan, based on documented performance deficiencies. These evaluations may be conducted by an EAP provider or other professional. Such a referral will not exempt the employee from disciplinary action that may be imposed.
6. If a supervisor feels that he or she should recommend a mandatory referral, he or she shall first review the case facts with the bureau commander.

C. Supervisory Responsibilities

1. Take action where there is a documented pattern of deteriorating job performance.
2. Ensure that an employee's job security or promotional opportunities are not jeopardized by a request for assistance.
3. Refrain from making any diagnosis or judgment about the employee's problems. Referrals for assistance will only be made at the request of the employee or when based upon documented unsatisfactory job performance.
4. Maintain confidentiality.
5. The supervisor's concern for an employee's personal problems can only come into effect if the problems manifest themselves in job performance matters, or in off duty conduct that are subject to disciplinary action.
6. The department and city provides supervisors with training in their role and responsibility in identifying employee behaviors that indicate the existence of employee concerns, problems, or occupational stress that could impact job performance.



Sheridan Police Department
Policies and Procedures
7.4
Chapter 7 – Employee Welfare
Section 4 – Employee Liability

Date: January 1, 2013
Updated: 09/28/2021

Signature:

In today's litigious society, police departments and their employees are exposed to a myriad of lawsuits arising from their actions or inactions. Appropriate policy and adequate training are vital to reducing liability.

7.4.1 Liability Claims

- A. Liability claims against the department and employees are governed by the Wyoming Governmental Claims Act, Wyoming Statutes 1-39-101 through 1-39-121.
- B. The department and its employees while acting within the scope of their duties are granted immunity from liability for any tort except as provided by W.S. 1-39-105 through 1-39-112. These exceptions include:
 - 1. A governmental entity is liable for damages resulting from bodily injury, wrongful death or property damage caused by the negligence of public employees while acting within the scope of their duties in the operation of any motor vehicle;
 - 2. A governmental entity is liable for damages resulting from bodily injury, wrongful death or property damage caused by the negligence of public employees while acting within the scope of their duties in the operation or maintenance of any building;
 - 3. A governmental entity is liable for damages resulting from tortious conduct of peace officers while acting within the scope of their duties.
- C. When liability is alleged against a department employee, and it is determined the employee was acting within the scope of his or her duty, whether or not alleged to have been committed maliciously or fraudulently, the department shall provide a defense at its expense.
- D. The department shall assume and pay a judgment entered under the Wyoming Governmental Claims Act against any of its employees, provided the act or omission upon which the claim is based has been determined by a court or jury to be within the public employee's scope of duties.
- E. Any employee who becomes officially aware that he/she will be, or is, named as a respondent/defendant in a civil suit growing out of the employee acting in an official capacity, whether on or off-duty, will use the chain of command to immediately notify the Chief of Police in writing.
- F. Any employee who is served with a subpoena or other legal process relating to business, operations, policies, or procedures of the department will use the chain of command to immediately notify the Chief of Police. This requirement does not apply to subpoenas relating to the prosecution of a criminal case.
- G. Employees shall not seek, sue or solicit, nor shall they accept from any person, any money or other compensation for damage sustained or expenses incurred by them in the line of duty.

without first notifying the Chief of Police in writing, including in the notification, the exact amount of compensation necessary for such damages or expenses incurred.

7.4.2 Police Officer Liability Claims

- A. The risk management section of the State of Wyoming Department of Administration and Information, General Services Division, processes claims for all certified Wyoming peace officers.
- B. The risk management section processes, investigates, evaluates, negotiates and settles or denies claims filed against Wyoming peace officers.
- C. The risk management section administers the state self-insurance program. The self-insurance program insures local government peace officers and others.
- D. Wyoming Attorney General's Tort Litigation Division defends civil lawsuits against all state and local peace officers.



Sheridan Police Department
Policies and Procedures
7.5
Chapter 7 – Employee Welfare
Section 5 – Line of Duty Death

Date: January 1, 2013
Updated: 09/28/2021

Signature:

The Sheridan Police Department will promptly notify and provide assistance to the immediate family of any employee who dies or is seriously injured in the line-of-duty. The chief of police may institute parts of this policy for cases of a member's non-duty related death.

Definitions

Beneficiary -	Those designated by the employee as recipients of specific death benefits.
Benefits -	Financial payments made to the family to insure financial stability following the loss of a family member.
HR Director -	Person with a good understanding of benefits that the family is entitled to, who sees that all forms for benefits are provided to the survivors and assists in the preparation of forms, assuring that they are completed in a timely manner.
Funeral Payments -	Financial payments made to surviving families of an officer killed in the line of duty, which are specifically earmarked for funeral expenses.
Informing Officer -	Officer responsible for notifying the surviving family. The senior ranking officer on the scene will be responsible for appointing the informing officer.
Liaison Officer -	Officer responsible for coordinating between the family and the department, to see that the family is kept up to date on events surrounding the death of the officer and developing information
Line of Duty Death -	Any action, felonious or accidental, which claims the life of a police officer who was performing work-related functions either while on or off duty.
Survivors -	Immediate family members of the deceased; spouse, children, parents, siblings, fiancée, and/or significant others.

7.5.1 Department Responsibilities

- A. The Sheridan Police Department will provide:
 - 1. Liaison assistance to the immediate survivors of an employee who dies in the line of duty, whether feloniously or accidentally;
 - 2. Assistance to the surviving family in filing for survivor benefits;
 - 3. Tangible and intangible emotional support during this traumatic period of re-adjustment for the surviving family.
- B. The department will debrief and provide emotional/psychological assistance to department personnel following the loss of an employee. It is given that family members, friends and close associates of the fallen member will experience various levels of grief. However, the need for the police department to provide assistance or post incident debriefing cannot be stressed strongly enough. Counseling for all employees can be provided through the employee assistance program.

7.5.2 Notification

- A. The name of the deceased employee shall not be released to the media before the immediate surviving family has been notified. All media releases surrounding the death of an employee will be conducted only by the Chief of Police or his or her specific designee.
- B. The notification of the surviving family will be made in strict coordination/cooperation with the Sheridan County Coroner's Office. If the immediate surviving members of the deceased employee are from out of town, notification of the surviving members will be made in cooperation with the Sheridan County Coroner's Office and an appropriate law enforcement agency in that area.
- C. If there is knowledge of a medical problem with an immediate surviving family member, medical personnel should be dispatched to the residence to coincide with the death notification.
- D. Death notifications will always be made in person by the appointed officer. If possible, the family pastor, a known close member of the family, or another officer should accompany the informing officer.
- E. If the surviving family wishes to go to the hospital or mortuary they should be transported via department vehicle. It is urged that family members not drive themselves to the hospital or mortuary. Should there be serious resistance on the part of the family about the driving arrangements the informing officer will accompany the family in their personal vehicle if possible.
- F. When delivering a death message/notice of injury, the informing officer will make the notification in as humane a manner as possible given the circumstances. The information should be given to the surviving members of the family in a slow and clear manner giving them as many details as known. Speculation and suspicion surrounding any of the facts and circumstances should be avoided. If the officer or employee has already died, that information should be given to the family or surviving members at that time, and any sense of false hope should be avoided.
- G. A notification to other agencies will be made by teletype for officer deaths. Information needed to complete the teletype notification includes:
 - 1. Name of the deceased;
 - 2. Date/time of death;
 - 3. Circumstances surrounding the death;
 - 4. Funeral arrangements (to include if service is private or a police funeral);

5. Expressions of sympathy in lieu of flowers; and
6. Name and telephone number of the contact person for visiting departments to indicate their desire to attend and to obtain further information.

7.5.3 Assisting the Family at the Hospital & Mortuary

- A. Upon arrival at the hospital, the ranking officer or the informing officer will see that the family is updated on the incident.
- B. The ranking officer at the hospital should arrange for an appropriate waiting area for the family. This waiting facility should be separate from the area in which any witnesses, suspects, or investigating police officers are gathered. The ranking officer at the hospital or the informing officer should also ensure that medical personnel relay pertinent information to the family on the officer's condition, if the officer is not deceased. If the officer or employee is deceased, the informing officer or ranking officer at the hospital will assist the coroner as necessary explaining autopsy procedures and procedures that will be used in handling the employee's remains.
- C. The ranking officer or designee should be present during the entire time the family is at the hospital or mortuary and should arrange for whatever assistance the family may need at that time. If possible, those people who made the initial notification should be among those who are present.
- D. At such time as the family wishes to leave the hospital and/or mortuary, arrangements will be made for transportation back to the residence. At such time that the family is transported back to the residence, the family shall not be left alone until other relatives, close friends, a pastor, or others are available to remain with the surviving family.

7.5.4 Support for the Family

- A. The appointment of a liaison officer to work with the family will be made by the Chief of Police. The liaison officer ideally will know the deceased officer and be aware of family relationships. The officer should not be so emotionally involved with the loss that he or she would become ineffective. The liaison officer should refrain from becoming involved in a decision-making role. The liaison officer's role is that of facilitator between the family and the department. The duties of the liaison officer will be:

1. To ensure that the needs of the family are met as much as possible and coordinated with the activities of the department;
2. To inform the family of what the department can offer in the way of assistance if the family decides to have a "law enforcement funeral;"
3. If requested by the family, the liaison officer will coordinate between the family and the funeral director and assist in coordinating funeral arrangements. Since most people have not pre-arranged their wishes for handling their own funeral, the family will most likely need to decide all aspects of the funeral;
4. To keep current on information concerning the death and continuing investigation to help answer family questions;
5. To provide as much assistance as possible overseeing arrangements for travel and lodging for out of town family members as needed;
6. To be available to the family throughout this time period; and
7. To see that the family is thoroughly briefed on the funeral procedures and that all funeral procedures are properly coordinated with department related activities.

- B. In the event that the media makes direct contact with the family, the liaison officer will provide whatever assistance they need to assist them in handling media inquiries.
- C. The liaison officer will work to make sure that logistical needs are met (baby-sitting needs, support needs, lodging and food requirements, etc.).
- D. The liaison officer's follow-up with the family includes:
 - 1. The assigned liaison officer will be responsible for maintaining contact with the surviving family members following the funeral. This contact will be made on a frequent basis initially after the death. The officer may assist the surviving family members as needed with whatever logistical needs they may have.
 - 2. The liaison officer will be responsible for coordinating family presence at any memorial services, and taking care to ensure that all immediate family members are included in memorial services.
- E. The liaison officer's follow-up will also include assisting the family in communicating with the Human Resource Director in order to:
 - 1. Assist the surviving family members as needed, in filing insurance policies, death and funeral benefits, federal survivor benefits, and other related matters as necessary.
 - 2. Discuss benefits they may receive within a few days following the funeral. At the time the HR Director visits with the family, a prepared list of benefits and payments due to the family, listing of beneficiaries, contacts at various benefit offices, and other items should be discussed. The City of Sheridan Killed in the Line of Duty section of the City Handbook contains a listing of benefits. After the initial visit, the HR Director should meet as needed with the surviving family members to ensure that they have not encountered difficulties in receiving survivor benefits. These contacts during the first six months after the death of the officer or employee will be conducted on a frequent basis.
 - 3. If there are surviving children from a former marriage, the children, if of legal age, or the guardian of those children should also receive a printout of what benefits the child or children are eligible to receive.
 - 4. The HR Director should pay special attention to the problems with possible loss of health insurance benefits to the surviving family.

7.5.5 Department Support for Surviving Family Awaiting Trial of Suspects

- A. It will be the responsibility of the liaison officer for keeping the family fully informed of legal proceedings including upcoming court proceedings, sentencing, or the paroling of suspects involved in police officer killings. If administrative decisions are made to withhold information for investigative purposes surrounding the death of an employee, then at the earliest opportunity the investigator and Chief of Police will meet with the family and fully answer all questions surrounding the incident.
- B. The liaison officer will be responsible under normal circumstances for fully informing the family as to the facts and circumstances surrounding the case and in particular if the case is being developed for prosecution.
- C. The victim advocates should be put into contact with the surviving family in order for the family to be apprised of what to expect during court proceedings. A department representative should be assigned to accompany the family throughout the trial.
- D. The surviving family members should be encouraged to attend any trials if they so desire, with appropriate support personnel assigned to assist the family if needed.

7.5.6 Other Department Considerations

- A. Honors available for sworn officers killed in the line of duty include:
 1. A casket watch is usually composed of officers from the honor guard. However, volunteers may stand watch at the discretion of the honor guard coordinator. Officers assigned to the casket watch must present an excellent uniform appearance. The dress uniform will be worn to include white gloves;
 2. Draping and folding of U.S. flag by honor guard;
 3. If the family requests pallbearers from the department, and they have no special request for who will serve as pallbearers, the honor guard coordinator will be responsible for selecting them. If possible and practical, the pallbearers should be officers that the slain member worked closely with, regardless of rank. Pallbearers will be under the direct command of the honor guard coordinator and will report to the funeral home as directed for inspection and instructions;
 4. Rifle squad (three-round volley);
 5. Taps;
 6. Vehicle escort.
- B. The honor guard coordinator will be responsible for coordinating and directing the activities of the honor guard, casket watch, pallbearers, rifle squad, bugler and flag presentation and will coordinate with the liaison officer.
- C. The department will maintain a roster of all departments sending personnel to the funeral and assist with accommodations.
- D. While the department recognizes the importance of providing the public, via the media, with accurate and complete information, and will involve the media during crisis situations, the department will withhold certain information concerning a member's serious injuries or death in the following circumstances:
 1. If a survivor has not been notified, or if the premature release of certain information could hamper the investigation into the incident;
 2. If an investigation is being conducted by an outside agency, the release of information by this department will be coordinated with their investigators.
- E. The department will arrange for the officer's personal belongings to be given to the family.
- F. The department liaison will fill out and submit the FBI's Analysis of Law Enforcement Officers Killed and Assaulted (OMB Form #1110-0009) providing information on the incident

7.5.7 General Information

- A. Members of the department must remain sensitive to the needs of the survivors long after the member's death. Members of the Sheridan Police Department should continue to make contact with surviving family members, and attempt whenever possible to keep them included in the law enforcement community. This type of support after the trauma associated with the death of a police officer is critical to the eventual recovery for the family. The surviving family should always be made welcome at the police department as well as police functions. At any time the surviving family should ask for assistance, and if their requests are within our capabilities, every effort should be made to meet those particular needs.
- B. All personnel shall be given the opportunity to complete the confidential notification for serious injury/death form contained in the police department personnel file. The completion

of this form is optional. Completed forms will be sealed and kept secured. The Chief of Police or designee will only open the envelope in the event of a death or serious injury. Employees may use the form to designate persons they wish to notify their family and provide helpful information regarding their wishes in the event of their death or serious injury.

- C. The department will authorize mourning ribbons for a thirty day period for line of duty deaths.



Sheridan Police Department
Policies and Procedures
7.6
Chapter 7 – Employee Welfare
Section 6 – Commendations

Date: January 1, 2013
Updated: 09/28/2021

Signature:

Department commendations are intended to give special recognition to its members who distinguish themselves through outstanding service. Department commendations may be awarded with or in lieu of other employee recognition programs utilized by the City of Sheridan.

7.6.1 Nomination

- A. Any member of the department is eligible to receive a department commendation.
- B. Any member of the department is eligible to nominate another member for a commendation. It is essential that all levels of the department; command, supervision, and line ensure that significant acts are promptly and properly recognized and reported.
- C. All recommendations shall be submitted within ninety (90) days of the act.
- D. When a nomination is to be made, the nominating person(s) shall submit a memorandum through their chain of command. The memorandum should contain complete and specific details to support the award. Copies of reports or other supporting documents should accompany the memorandum to assist in determining the appropriateness of granting the commendation.
- E. Supervisors receiving a nomination shall forward the nomination with their recommendation to their respective bureau commander. If the bureau commander approves of the nomination, he or she will forward it to the chief of police who will provide it to the commendation review board.

7.6.2 Commendation Review Board

- A. The commendation review board will consist of the chief of police, captain, lieutenant and one other supervisor with close personal knowledge of the nominated employee or the specific incident central to the nomination.
- B. The board shall convene at the discretion of the chief of police based on receipt of nominations.
- C. When determining if a commendation will be granted, the board shall ensure the integrity of the awards is carefully considered and that no commendation is granted if the employee conduct does not clearly meet the commendation standards.
- D. To approve any nomination, a unanimous vote from the board is required.
- E. In instances when a commendation is granted, it shall be at the discretion of the chief of police as to when and where the commendation is formally awarded.
- F. If an award is determined to be inappropriate, the review board shall return the nomination to the submitting employee, along with a written explanation as to why the board felt the award was not appropriate.

7.6.3 Departmental Commendations

A. Medal of Valor

1. The medal of valor is the highest award obtainable by members of the department and may be awarded only in exceptional instances where a member of the department, while acting intelligently, risks his or her life while performing a hazardous duty in a manner which is clearly above and beyond the call of duty.
2. Recipients will have willingly and selflessly distinguished themselves and the organization through an act of courage involving risk of imminent serious personal injury for the purpose of saving or protecting another human life.
3. The act for which the member is nominated must clearly delineate valor from lesser forms of courage by being of such a grave nature that the non-performance of the act would not subject the member to any justifiable criticism.
4. The medal of valor may be recognized posthumously by presenting the recipient's survivors with the award.
5. The award will consist of the following:
 - a. A framed letter of commendation, a copy to be placed into his or her personnel file;
 - b. A medal of valor and for sworn personnel a dark blue bar to be worn on the uniform;
 - c. A review of the event, which resulted in the presentation of the award.

B. Purple Heart Award

1. The purple heart is given to honor any employee who, in the course of service with the Sheridan Police Department, receives a fatal or life threatening injury under one of these outlined conditions:
 - a. Any member of the police department who, while performing their duty, is killed; or
 - b. Any member of the department who, while performing their duty, is willfully assaulted by another person, and as a result of that assault, receives a gunshot, knife, or other puncture wound that is or would be potentially fatal if it occurred in another area of their body; or
 - c. Any member of the department who, while performing their duty, is willfully assaulted by another person or persons, and they receive life threatening wounds which require extended hospitalization or results in the permanent loss of any body member.
2. The award will consist of the following:
 - a. A framed letter of commendation, a copy to be placed into his or her personnel file;
 - b. A purple heart (medal) and for sworn personnel a purple bar to be worn on the uniform;
 - c. A review of the event, which resulted in the presentation of the award.

C. Lifesaving Medal

1. The lifesaving medal may be awarded to any member of the department who is on or off-duty and performs an act which directly leads to the saving of a human life.
2. The award will consist of the following:
 - a. A letter of commendation to be placed into his or her personnel file;

- b. A plaque suitably engraved and for sworn personnel a red bar to be worn on the uniform;
- b. A review of the event, which resulted in the presentation of the award.

7.6.4 Wearing of Commendations

- A. For uniformed personnel, commendation bars are worn one fourth inch above the name tag, centered and level. No more than three commendation bars will be worn and they shall be positioned in a horizontal row. Commendation bars shall be displayed in order of importance from the center of the shirt.
- B. Employees who receive more than one commendation in the same category receive a small star for each additional commendation in that category to be placed on the bar.
- C. Commendations are encouraged to be worn in uniform for photographs, and during formal events or ceremonies. Wearing commendations during regular patrol duties is at the discretion of the officer.



Sheridan Police Department
Policies and Procedures
7.7
Chapter 7 – Employee Welfare
Section 7 – On Shift Physical Conditioning

Date: 02/24/2022

Signature:

The Sheridan Police Department recognizes that an officer's physical health contributes to their safety, job performance, mental health, and career longevity. A physically fit officer presents a professional image of the department to the public. In an effort to support officers being physically fit, the agency provides opportunities to exercise as part of an officer's shift. All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

7.7.1 Permitted Activities

- A. While on duty, officers may only exercise on the premises of the police department, either in the training room or in the gym area. They are not allowed to exercise while on duty at any other location.
- B. Officers must update the radio log to reflect their Status "BUSY", and Description "PT."
- C. Officers shall be mindful that they are still on-duty and may be called on to perform police functions at any time. As such, they must keep a police radio on, and near them, so they can be contacted if needed. Further, officers will not listen to music or distractions playing through any device that would prohibit them from hearing police radio communications.
- D. Officers may engage in exercise activities that will not result in them being exhausted to the point they cannot perform their duties.
- E. Officers may only engage in exercises that do not require a spotter when they are in the gym alone.

7.7.2 Permitted Times

- A. Officers assigned to a night shift (1800 - 0600) may only exercise on shift from 0500 - 0600.
- B. Officers assigned to day shift (0600 - 1800) may only exercise on shift from 0600 - 0700.
- C. Officers assigned to the patrol operations bureau are permitted to exercise on shift no more than 2 times in a work week. A work week is either three consecutive shifts, or two consecutive shifts as designated on the department's patrol schedule.
- D. The hour designated for exercise while on shift also includes changing and hygiene.
- E. Officers on night shift are not permitted to do any pre-workout preparations prior to 0500. Officers on day shift will have their exercise completed, be in uniform, and ready for service no later than 0701.

F. Officers using less time than the designated hour will not bank remaining time to be used later.

7.7.3 Limitations

- A. No officer will be permitted to exercise on shift without supervisor knowledge and approval.
The officer must notify their supervisor each time they wish to exercise on duty.
- B. Each shift's patrol sergeant is responsible for maintaining scheduling of their subordinates exercise times and should make every effort to dispense times evenly.
- C. Shift supervisors have full discretion to alter or suspend exercise times based on the needs of the shift.
- D. No officers will be permitted to exercise on shift if it would result in less than three officers on duty.
- E. No officer will be permitted to exercise on shift if their supervisor feels they are not performing at an acceptable level in any area.
- F. No officers will be permitted to exercise on shift if they have any incomplete reports involving an arrest, a Title 25 hold, traffic accident, incomplete involvements, and incomplete synopsis, files not turned in for scanning or child protection cases.

7.7.4 Abuses

- A. Exercising while on duty is not a right held by officers.
- B. Officers shall devote the majority of their one hour of exercise engaged in exercise.
- C. Loafing, sleeping, loitering, social media activity, or any other activity not related to exercise shall not be tolerated during designated exercise times.
- D. Officers abusing this policy shall, at a minimum, be suspended from using exercise time on shift for a period determined by their supervisor. Repeated offenses or abuse will result in progressive discipline.



Sheridan Police Department
Policies and Procedures
7.8
Chapter 7 – Employee Welfare
Section 8 – On Shift Authorized Rest

Date: February 28, 2022

Signature:

The Department recognizes that rotational shift work can create challenges for employees to get proper rest. Under rare circumstances the on-duty supervisor may authorize a short rest / sleep period during an employee's scheduled shift in order to mitigate safety hazards presented by extreme fatigue.

7.8.1 Permitted Activities

- A. While on duty, officers and communications technicians may be allocated a short amount of time, not to exceed 30 minutes, to rest / sleep.
- B. The rest area will be designated by a supervisor and be in the police department.
- C. An employee may request time to rest, or be assigned to rest by a supervisor. The supervisor shall record an employee's use of a rest time in that employee's monthly evaluation.

7.8.2 Limitations

- A. Employees shall rarely use this designated time of rest and should not be used as a supplement for regular sleep patterns.
- B. During the rest period employees may be required to resume their job duties and are expected to maintain a state of readiness so they can respond within a reasonable amount of time, generally a few minutes.
- C. Employees must have a portable radio, or phone near them so they can be contacted if needed.

7.8.3 Prohibitions

- A. No employee will be permitted to sleep on shift without supervisor authorization.
- B. This policy is not an employee right and authorization may be denied at the supervisor's discretion.
- C. If an employee habitually is in need of this rest period it will be an indication to their supervisor that the employee is in need of additional resources.
- D. This approved rest period shall not coincide with a meal break, shortened shift day (less than 12 hours), scheduled work out time, or training day. The rest period is for night shift use only.



Sheridan Police Department
Policies and Procedures
8.1 Replaces 103.1
Chapter 8 – Employee Conduct
Section 1 – Duty Requirements

Date: January 1, 2013
Updated: 11/3/2020, 11/8/2021

Signature:

Police department employees are required and trusted to perform their duties efficiently and professionally.

8.1.1 Employee Responsibilities

- A. General responsibilities of an employee include:
 - 1. Maintain good physical condition sufficient to safely and properly perform essential duties of their position.
 - 2. Perform his/her respective duties without physical, emotional, and/or mental constraints.
 - 3. During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
 - 4. The proper execution of assigned duties;
 - 5. Maintenance of proper public relations;
 - 6. Adherence to rules, regulations, procedures and department policy;
 - 7. Obedience to the laws of the United States and the State of Wyoming, ordinances of the City of Sheridan, and lawful orders of the court;
 - 8. Enforcement of rules, regulations, procedures and orders among subordinates;
 - 9. Reporting promptly through channels unusual developments that may affect public or official relationships.
- B. General responsibilities of an officer include:
 - 1. Maintaining peace and public order by preventing crime, investigating criminal activity, promoting traffic safety, and building community relations
 - 2. Officers are required to discharge their duties in a firm and competent manner, and they shall act together to assist and protect each other in the maintenance of law and order;
 - 3. Officers are required to proactively initiate appropriate police action when necessary.
 - 4. Officers have the duty and obligation to intervene to prevent or stop the known and apparent use of excessive force by another officer when it is objectively reasonable to do so. Officers who intervene in the known and apparent use of excessive force by another officer shall immediately report the incident to the on duty supervisor.
- C. Notwithstanding the assignment of specific duties and responsibilities to employees, all personnel shall perform such duties as may be required of them by competent authority.

8.1.2 Duty Requirements

- A. It shall be the duty of every employee of this department to conform to and abide by all rules, regulations, and procedures, and render their service to the City of Sheridan with enthusiasm, courage, and loyalty.
- B. Employees on duty shall devote their time and energies to the duties and responsibilities of the rank, grade, or position to which they are assigned as specified by department orders and instruction from supervisors.
- C. Employees of the department shall inquire as to their duties only from a commanding or supervisory officer. They shall not ask advice on official department policy from persons who are not members of the police department.
- D. In carrying out the functions of the department, employees shall direct and coordinate their efforts in such a manner as to establish and maintain a high spirit of cooperation within the department and with other law enforcement agencies and associated agencies.
- E. Sheridan Police Department employees shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Employees shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the department. Unsatisfactory performance may be demonstrated by:
 - 1. A lack of knowledge of department policies, procedures, rules or orders;
 - 2. An unwillingness or inability to perform assigned tasks;
 - 3. The failure to conform to work standards established for the employee's rank or position;
 - 4. Absence without approval;
 - 5. Unsatisfactory evaluations; or
 - 6. A written record of repeated infractions of rules, regulations, directives or orders of the department.
- F. Unsatisfactory officer performance may be demonstrated by:
 - 1. The failure to take appropriate action on an occasion of a crime, disorder, or other condition deserving law enforcement attention; or
 - 2. Failure to aid and protect a fellow officer in time of danger or under circumstances where danger might reasonably be anticipated, except when actually incapacitated.
 - 3. Failure to use unallocated time to further department objectives
- G. Any employee of the department who shall display reluctance to properly perform officially assigned duties or whose actions bring discredit upon himself or herself or the department, or who fails to assume responsibility or exercise diligence, intelligence, and interest in the pursuit of his or her duties, may be subject to corrective or disciplinary action up to and including termination.
- H. Before going on duty officers shall become fully acquainted with the official information on file for that purpose; such as description of wanted persons, stolen cars and stolen property or any other information that will further the officer's ability to perform his or her duties. Shift briefings shall cover activities primarily for the preceding 24-hour period. Officers returning from extra days off shall use resources to become abreast of relevant activities having occurred during their absence.
- I. Officers of the department, while being vigorous and unrelenting in the enforcement of the law, must maintain an impartial attitude toward complainants and violators. Violations of statutes are crimes against the people and not the officer.

- J. Employees shall not loaf, idle, or sleep while on duty. If an employee is unable to stay awake and alert, he or she shall report to his or her supervisor who shall determine the proper course of action. Sleeping on duty is considered a serious infraction.
- K. Officers off duty shall perform necessary police services in the City of Sheridan whenever they are aware of a serious criminal offense or a present threat to life. Officers should not take action in the neighborhood in which they live, within off duty social groups or within family, unless it is life threatening or another officer is not available.
- L. It shall be the duty of every officer to be on the alert to assist lost or helpless persons.
- M. Officers shall respond without delay to all calls for police assistance from citizens or other officers. While emergency calls take precedence, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicular driving laws and in accordance with department policies governing response to calls.
- N. Employees shall give their names, badge/radio number, and/or display their department photo identification to any person requesting it, unless such action is likely to jeopardize the successful completion of a police assignment.
- O. Employees shall supply the proper information carefully, courteously, and accurately to persons requesting it. If necessary, they shall direct such persons to the nearest location where the information may be obtained.
- P. It shall be the duty of every employee to properly report, in writing, any information given him or her in good faith by a citizen regarding matters which indicate the need for police action by this or any other law enforcement agency.
- Q. The department shall have every employee's correct name, address, and telephone number and shall be advised of any change in marital status or dependents, and whom to notify in case of an emergency. It shall be the duty and responsibility of the employee to see that this requirement is fulfilled. This information will be on file in the office of the chief of police and will not be disseminated outside the department without permission of the chief of police. .



Sheridan Police Department
Policies and Procedures
8.2
Chapter 8 – Employee Conduct
Section 2 – Conduct

Date: January 1, 2013
Updated: 11/8/2021

Signature:

Police department employees, as representatives of government, are required to work within the law. Members must always conduct themselves in a manner that maintains the integrity and reputation of themselves and the department.

8.2.1 General Rules of Conduct

- A. Employees shall conduct their private and professional lives by the ordinary and reasonable rules of good conduct and behavior, and shall avoid bringing discredit upon the department and the City of Sheridan by scandal, spectacle, or ridicule.
- B. Employees shall be respectful, helpful, and professional in dealing with the public, and shall not use coarse, profane, or insolent language or behave in an abusive manner. They shall maintain an even disposition and remain imperturbable regardless of the provocation.
- C. Employees shall treat their superior officers, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationship with one another, and particularly in the presence of the public. It is strictly forbidden for members of the department to argue or show disrespect for one another in the presence of the public. When on duty, and in the presence of the public, officers shall be addressed by their rank or their rank and last name.
- D. Loyalty to the department and to other employees is an important factor in department morale and efficiency. Employees shall, insofar as is consistent with the law and personal ethics, be loyal to the department, being quick to defend it from unjust criticism and unfounded accusations.
- E. All employees of the department shall pay their just debts promptly when due. They shall not sell or assign their salaries or income or contract any debts or liabilities which they are unable or unwilling to pay. They shall not refuse to promptly pay all legal indebtedness, claims and judgments and satisfy all executions that may be held or issued against them.
- F. No employee shall borrow money or otherwise become financially indebted to another employee of the department at any time.
- G. Officers shall not use their positions with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the case in favor of the officer.
- H. The sustaining of individual or organizational integrity requires that departmental employees shall neither seek nor accept service-connected gratuities in any form. The proper standard of payment for any service or commodity is the price paid by the public. Employees of the department shall not accept favoritism in receiving any goods or services of material value. When such favoritism is offered, it will be politely and firmly refused.

8.2.2 Department Information

- A. Employees of the department shall not communicate in any manner, directly or indirectly, any information which may enable persons guilty of criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete any evidence, money, goods, or other valuables unlawfully obtained.
- B. Except as otherwise provided, employees shall communicate promptly to the shift supervisor all information on crimes or other important happenings of which the department takes cognizance, which may come to their attention. No employee shall withhold tips or information with a view to personal achievement or for any other reason.
- C. Officers will not divulge the identity of persons giving confidential information to the department except as authorized by proper authority. Employees will not release information to persons outside the department that is confidential by law or that could be detrimental to department operation unless such release has been approved by the chief of police.
- D. No employee of the department shall advise, counsel, order, or otherwise dissuade any other employee from making a lawful or proper report, whether on criminal or disciplinary matters.
- E. No employee of the department shall falsely make any type of official report or knowingly enter or cause to be entered any inaccurate, false, or improper information into the records of the department.
- F. Employees shall not divulge to any person not connected with the department information acquired by their employment if the information might discredit or imperil the efficiency of the department, unless under due process of law, departmental order, or an order of a commanding officer.
- G. Employees of the department shall not remove any official records of the department, except as directed by the chief of police or under due process of law.
- H. Employees shall not use department letterhead for their own private correspondence, nor shall they send official correspondence out of the department using their signatures without the general permission of the chief of police.
- I. Employees of the department shall not take part or be concerned either directly or indirectly in making or negotiating any compromise or arrangements for any person, with a view of permitting such person to escape the penalty of the law; nor shall they seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts.
- J. No officer shall buy or accept any article for personal disposition from a suspect or prisoner, or from any associate of any suspect or prisoner.

8.2.3 Activities

- A. No officer of the department shall, while on duty, engage in any activity that will bring disrespect upon the department, unless authorized in conjunction with his or her assignment.
- B. Employees, when on duty, shall not enter taverns, theaters, or other public amusement places except when necessary in the performance of duty.
- C. Employees, when off-duty and not on any official standby, shall not loiter in or around the police department or other areas where officers are assigned in the performance of their official duties.

8.2.4 Off-Duty

- A. Even while officially “off-duty”, officers of the department will always be subject to orders from competent authority and to emergency requests for assistance from citizens. The fact that they are technically off-duty shall not relieve them of the necessity to take police action on any serious police matter coming to their attention at all times.
- B. Employees shall avoid becoming personally involved in any neighborhood quarrels or disputes, either on or off-duty.
- C. When a minor misdemeanor comes to the attention of an off-duty officer, the officer will attempt to avoid involvement and will contact the appropriate law enforcement agency for necessary services, if the incident so justifies. Officers will not exercise their official authority in disputes to which they are a party except in cases where there is an immediate danger to themselves or others.
- D. Employees of the police department are required to have a working telephone.
- E. Employees of the police department will only release employee phone numbers to other members of the department. If a source outside the department requests an employee phone number, the identity of the caller will be relayed to the employee being sought. That employee can decide whether to call the person requesting phone contact.

8.2.5 Misconduct

- A. Any act of misconduct by police department personnel must be reported immediately upon coming to the attention of any police department employee.
- B. A member of the department convicted of a felony shall be dismissed from the department. A member of the department found guilty of any violation of the rules, regulations, and procedures, or convicted of a misdemeanor may be dismissed from the department, or suffer such other discipline as the chief of police may direct.
- C. Members of the department who fail to report violations of the rules, regulations, procedures, laws, or untruthfulness shall be subject to disciplinary action up to and including termination.



Sheridan Police Department
Policies and Procedures
8.3
Chapter 8 – Employee Conduct
Section 3 – Acts & Statements

Date: January 1, 2013
Updated: 11/08/2021

Signature:

Acts and statements of employees shall be consistent with objectives of the department and good manners.

8.3.1 Acts and Statements of Employees

- A. No employee of the department shall speak derogatorily of any race, nationality, creed, or the belief of any person. Employees on duty shall not engage in religious discussion to the point where their statements conflict with the objectives of the department, good discipline, or good manners.
- B. Officers shall not perform any acts or make any statements, oral or written, for publication or otherwise, which:
 1. Tends to bring the department or its administrative officers into disrepute or ridicule;
 2. Destructively criticizes the department or its administrative officers in the performance of their official duties;
 3. Tends to disrupt or impair the performance of official duties and obligations of employees of the department; or
 4. Tends to interfere with or subvert the reasonable supervision or proper discipline of employees of the department.
- C. Employees of the department may address any public gathering for educational presentations after gaining approval from a supervisor. Employees may appear on radio or television programs or write articles or manuscripts for publication concerning the operation or general duties of the department, providing it has been authorized by the chief of police.
- D. Business or personal cards, which refer to the department, shall be used by employees only in connection with official business and shall conform to the approved departmental form as issued or authorized by the chief of police.
- E. Officers shall not use another officer's badge or official police credentials; nor shall they knowingly permit any person not appointed in this department to use a Sheridan Police Department badge or official credential at any time.
- F. Employees shall not permit the use of their photographs or names for advertising purposes; or by testimonial, recommendation, or other means participate in any advertising scheme or enterprise related to or based upon their employment with the department, without the approval of the chief of police. Employees at no time shall seek personal publicity, to include social media, either directly or indirectly in the course of their employment. All personal appearances as members of the police department shall be on behalf of the Sheridan Police Department.

- G. No employee shall solicit, directly or indirectly, the influence or intercession, or accept the personal or financial aid of any person or persons, to affect their transfer or promotion, or to promote their private interests to those of a superior officer. No employee shall, by using the uniform, badge, or prestige of the department, interfere with or subvert the reasonable supervision or proper discipline of officers of the department.
- H. Employees should avoid regular or continuous associations or dealings with persons whom they know, or should know, are racketeers, sexual offenders, professional gamblers, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary for the performance of official duties or where unavoidable because of other pre-existing personal relationships.
- I. Members shall not shop or trade while on duty nor devote any of their on-duty time to the pursuit of private business.
- J. No city facilities or equipment may be used in the pursuit of private business.



Sheridan Police Department
Policies and Procedures
8.4
Chapter 8 – Employee Conduct
Section 4 – Social Networking

Date: January 1, 2013
Updated: 11/08/2021

Signature:

The use of internet social networking sites (MySpace, Facebook, Twitter, etc.) is a popular activity; however, employees must be mindful of the negative impact of inappropriate postings upon themselves, the department and its relationship with the community.

8.4.1 General Use

- A. All police department personnel shall use computers, computer applications, computer programs, internet resources and network/internet communications in a responsible, professional, ethical, and lawful manner while recognizing that off-duty conduct of employees has a potential impact on department image.
- B. The use of personal social media or electronic gaming shall be prohibited while on duty, with the exception of allocated breaks or meal times. No personal social media accounts will be accessed through department computers unless permission has been given by a supervisor.
 1. Social media can be useful for investigations from time to time. Personal social media accounts should not be used for police business. Alias accounts shall only be used with permission from a supervisor. Any alias accounts created for law-enforcement shall be kept on file with the officer's supervisor.

8.4.2 Using Social Media

Department personnel shall abide by the following when using social media.

- A. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not:
 1. Impair working relationships of this department for which loyalty and confidentiality are important; or
 2. Impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
- B. As public employees, department personnel are cautioned that speech on or off-duty, made pursuant to their official duties (that is, that owes its existence to the employee's professional duties and responsibilities) is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their position and this department.
- C. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief of police or his or her designee. This includes but is not limited to:

1. Photographs or depictions of themselves dressed in uniform and/or displaying official identification, patches, badges, or other department equipment or property;
 2. Photographs or information from any crime or accident scene; or
 3. Pictures or videos of official department training, activities, or work-related assignments.
- D. Officers who are, or who may reasonably be expected to work in undercover operations are cautioned against posting any form of visual or personal identification.
- E. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's code of conduct, code of ethics and sexual harassment policy are required in the personal use of social media. In particular, department personnel are prohibited from the following:
 1. Using speech containing obscene or sexually explicit language;
 2. Posting images depicting obscene or sexually explicit acts;
 3. Posting images, statements or other forms of communication that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals; or
 4. Posting images, statements or other forms of communication reflecting behavior that would reasonably be considered reckless or irresponsible.
- F. Engaging in speech prohibited by this policy may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination.
- G. Department personnel should be aware that they may be subject to civil litigation for:
 1. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 2. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 3. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 4. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- H. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- I. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
- J. Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social-networking sites. Use of these types of sites while on duty shall be restricted to official department business only. Employees need to comply with the City of Sheridan Electronic Use Policy (City of Sheridan Employee Handbook) and recognize that all time and effort spent on their personal site should be done on their personal time and should not interfere with their job duties.
- K. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

- L. During an administrative investigation, employees may be ordered to provide the department with access to social networking sites when the subject of the investigation is directly, narrowly, and specifically related to an employee's performance or ability to perform his or her function within the department, or when the subject in the investigation is potentially adverse to the operation, morale, or efficiency of the department.



Sheridan Police Department
Policies and Procedures
8.5 Replaces 103.3
Chapter 8 – Employee Conduct
Section 5 – Harassment, Attendance, and Political Activity

Date: January 1, 2013
Updated: 11/08/2021

Signature:

A handwritten signature in blue ink that reads "Tom Kuhn".

Harassment, attendance and political activity are regulated by city policy.

8.5.1 Harassment

- A. The Sheridan Police Department is committed to providing equal employment opportunities and preventing harassment.
- B. Equal employment policy is found in the City of Sheridan Employee Handbook.
- C. Harassment policy is found in the City of Sheridan Employee Handbook.
- D. Reporting and investigative procedures are found in the City of Sheridan Employee Handbook.

8.5.2 Attendance

- A. The work period is established in the City of Sheridan Employee Handbook.
- B. Employees are expected to report for duty on their assigned shifts except when injury, illness, or emergency situations prevent them from doing so. Employees shall report for duty at the time, place, in the attire, and with the equipment specified by department orders, superior officer, or department schedules.
- C. Employees shall notify their direct supervisor, or the supervisor on duty, when they are absent from work

8.5.3 Political Activity

- A. Employees shall not engage in political activities or services of any nature during those hours in which they are employed by the police department. No officer should attempt to influence the vote of any person for any candidate for public office while on duty.
- B. Employees shall avoid even the appearance of conflict between public duties and private interests. An example of a conflict would be the parking of your marked police department vehicle in front of your home, which also displays political signage.
- B. Other requirements/restrictions involving political activity are contained in the City of Sheridan Employee Handbook.



Sheridan Police Department
Policies and Procedures
8.6
Chapter 8 – Employee Conduct
Section 6 – Court

Date: January 1, 2013
Updated: 11/08/2021

Signature:

An employee's appearance in court may result from issuing a parking citation or be the culmination of an extensive investigation. Whatever the reason, employees must represent themselves and the department in a professional manner. Additional information can be located in the City of Sheridan Employee Handbook.

8.6.1 Court Conduct

A. Attendance

Whenever any employee is ordered to appear in court on any matter in which his or her presence is required, he or she shall attend punctually as indicated in the subpoena, or as notified by the court. Requests for permission to omit this duty must be cleared with the prosecuting attorney handling the case or other competent court authority.

B. Personal Appearance

1. Officers appearing in court in response to a subpoena or notification by a court officer shall wear either a department uniform or appropriate business attire.
2. Civilian employees will present a neat and clean appearance in professional attire.

C. Testifying in Court – General Responsibilities

1. Employees shall testify with the strictest accuracy providing concise fact based answers.
2. Employees shall answer all questions in a truthful, professional and courteous manner.
3. Employees will make every effort to be thoroughly prepared for the case in which they will testify.
4. Employees shall ensure audible signals of electronic devices in their possession are turned off so as not to disrupt court proceedings.

D. Testifying in Civil Cases

1. Employees shall not volunteer to testify in civil actions, arising out of their departmental employment, nor shall they testify unless legally subpoenaed.
2. If the subpoena arises out of their departmental employment, they shall notify their commanding officer of the service of the subpoena, and the testimony they are prepared to give.
3. Neither photographs nor any other evidence obtained by employees in the course of their duties is permitted to be used in civil cases, unless subpoenaed by the courts.
4. Officers will be compensated according to policy for testifying in a civil case that is a direct result of their employment.
5. Any fees generated by an employee's appearance in civil court will be turned over to the City of Sheridan.

E. Refusal to Testify

Every employee of the department who, when appearing as a witness, pursuant to his or her official police employment, before any court, hearing board, investigative body or person authorized to take testimony, refuses to testify, shall be subject to termination, if the refusal is subsequently shown to be designed to conceal material matter(s) of fact; or to protect another person from prosecution. The right to immunity from self-incrimination guaranteed by the 5th Amendment to the U.S. Constitution remains absolute, and is not punishable by this provision.

F. Testifying for the Defendant

Any employee subpoenaed to testify for the defense in any trial or against the city or department in any hearing or trial shall notify his or her commanding officer upon receipt of the subpoena. He or she shall also notify the office of the prosecuting attorney.



Sheridan Police Department
Policies and Procedures
9.1 Replaces 103.7
Chapter 9 – Department Oversight
Section 1 – Citizen Complaints/Internal Reviews

Date: January 1, 2013
Updated: 11/08/2021

Signature:

The image of the police department and its effectiveness in carrying out its mission with the public depends on the personal integrity and discipline of all employees. The public has a right to expect and demand fair and impartial law enforcement services. Employees must be free to exercise their best judgment and to initiate action in a reasonable, lawful, and impartial manner without fear of reprisal (see Discretion, section 2.3). All allegations of improper conduct by employees will be thoroughly and expeditiously investigated. This policy is intended to help ensure fairness and consistency in the complaint process.

9.1.1 Types of Investigations

- A. To assure the good order of the department, identify patterns of misconduct and determine the need for training; all complaints including allegations of violations of law, conduct unbecoming of an officer, incompetence, violations of department policies or procedures, and nonfeasance (failure to act/respond) by employees will be investigated.
- B. The department encourages citizens to bring forward legitimate grievances regarding substandard service or misconduct by employees.
- C. All complaints, including anonymous ones, shall be investigated. A citizen's opinion that they are not guilty of a charge will generally not be considered a complaint. Citizens who feel they received a citation or arrest without merit should be advised that judicial review is the primary investigative process into our enforcement action.
- D. Occasionally, malicious and deliberately false accusations are made against the department or its employees. These shall be investigated to protect the integrity of the department and the employee, thereby instilling confidence in the department.
- E. Complaints which question the department's response to community needs will be investigated.

9.1.2 Cooperation in Department Investigations

- A. Employees are required to be truthful at all times. During department investigations, employees shall answer all questions honestly, completely, and to the best of their ability. No employee shall, in any manner, interfere with or hinder an internal affairs investigation.
- B. Employees will consider the internal investigation process a confidential process. Except as authorized or required, an employee shall not contact persons involved in the investigation, nor shall they give information to other employees or to members of the public about the nature or the existence of an internal affairs investigation. Refusal or reluctance in cooperating with internal investigations shall be grounds for termination.

- C. No member of the department who is the subject of a misconduct complaint shall intentionally take any action against the complainant in retaliation for the filing of the complaint. Any employee who retaliates against another as a result of the filing of such a complaint shall be subject to disciplinary action up to and including termination from the department. This does not prohibit the affected employee from filing a civil suit or taking other lawful action against the complainant in any case where the complaint is determined to be intentionally false and malicious.
- D. Employees will only participate in a formal interview related to an administrative investigation of another agency with the prior approval of a bureau commander.

9.1.3 Initiating Investigations

- A. Processing complaints
 - 1. Complaints made to any member of the department alleging misconduct of police personnel will be treated with serious consideration. Any complaint will be immediately made known to a supervisor.
 - 2. Every effort will be made to facilitate the convenient, courteous, and prompt receipt and processing of complaints. All employees will be familiar with the process of how to file a complaint, and will provide necessary information to persons requesting the information. In addition, copies of the "Commendation and Complaint Form" and instructions are available to the public in the lobby of the police department and on the department's web page.
 - 3. The supervisor receiving a complaint will interview the complainant and write a summary report of the allegations to include the identity of the complainant and a narrative of the allegation.
 - a. The supervisor will turn the summary report of allegations in to the bureau commander having supervisory oversight of the involved officers.
 - b. The bureau commander will enter the complaint in the Internal Affairs Investigation Log and assign it a number. This will ensure the captain, and chief of police are notified of the complaint.
 - c. The bureau commander will then either complete the investigation, or assign the investigation to another supervisor.
 - d. Upon completion, the investigation will be reviewed by the bureau commander and sent to the captain. The captain will review the investigation with the chief of police and determine the disposition of the investigation.
 - 4. If the complainant is not satisfied with making a report of the complaint to a supervisory officer of this department, the complainant should be referred to the next level supervisor. If still not satisfied, the complainant will be informed that he or she may make the complaint to any one of the following:
 - a. The chief of police directly;
 - b. The city administrator
 - c. The city mayor;
 - d. The Sheridan County Attorney's Office; or
 - e. The Federal Bureau of Investigation, which has investigative jurisdiction of all matters relating to violations of civil rights by police authorities.
 - 5. The department will keep the complainant informed concerning the status of the complaint including:

- a. Verification of receipt that the complaint has been received;
 - b. Periodic status reports; and
 - c. Notification of results of the investigation upon conclusion.
- B. Complaints can be made by:
 1. Members of the department who report them to a supervisor or commanding officer;
 2. Citizens, including employees of other agencies, who report them to any member of the department;
 3. The office of the city administrator;
 4. Supervisory or commanding officers;
 5. Prisoners or arrestees, although circumstances may require a department representative to meet the reporting person at the detention facility.
- C. In any case in which a citizen does not wish to fill out a written statement, the receiving officer will attempt to gather as much information as possible concerning the complaint, and process it according to the provisions of the policy. Citizens will not be denied the ability to make a complaint based on their refusal or reluctance to complete any department generated form.

9.1.4 Classification of Investigations

- A. All complaints against employees or departmental policies or procedures will be recorded and reported to the chief of police.
- B. The person assigned to conduct an investigation shall not be:
 1. The complainant;
 2. The ultimate decision maker on disciplinary action;
 3. Personally involved in the alleged misconduct.
- C. The person assigned to conduct an investigation has the authority to report directly to the chief of police if needed.
- D. The following guidelines will be used in determining the type of investigation necessary. In most instances, the case will be assigned with a 14 day deadline. If circumstances dictate a need for an extension, a progress report should be completed along with an explanation for the delay.
 1. The chief of police or investigating officer shall maintain close liaison with the county attorney in investigating alleged criminal conduct. When liability is at issue, the chief of police or investigating officer shall similarly maintain contact with the city attorney. In cases where a criminal and administrative investigation are being conducted, the investigations will be kept separate so as to avoid information from the administrative investigation tainting the criminal investigation. In such dual investigations, no action will be pursued that may jeopardize the integrity of the criminal investigation. In serious cases this may include delay of the administrative investigation.

9.1.5 Citizens Inquiry

- A. A citizen inquiry classification will be used in cases of citizens contacting the department with questions about a policy, procedure, or tactic used by the department rather than a complaint of misconduct.
- B. If the receiving supervisor determines the employee acted within prescribed policy, procedure, or tactic, the matter will be handled as an inquiry and no further documentation will be required. Examples of inquiries include, however, are not limited to questions such as:
 1. Why did an officer handcuff a prisoner?

2. Why was a ticket issued?
 3. Why did an officer use the emergency lights?
 4. Why was a traffic stop made?
- C. If the receiving supervisor determines the employee acted outside the department's policies, procedures or practices the supervisor will initiate an investigation.

9.1.6 Recording Information

The following information will be gathered by those persons assigned to conduct investigations of the Sheridan Police Department:

- A. A summary of the allegations including:
 1. A brief indication of policies, procedures, or practices which were allegedly violated;
 2. Any relevant quotations made by the reporting party; and
 3. Relevant dates and times.
- B. Complete identifying and contact information (including past contacts or incidents when appropriate) of all persons involved including the reporting party, any witnesses or third party involvement, and a list of employees involved; including the supervisor during the alleged incident.
- C. Any departmental records which describe the alleged incident or are relevant to the investigation. Examples include incident reports, tickets, case report, radio logs, internal written documents, photographs, audio recordings, video recordings, etc.
- D. A summary of interview statements made by the employees, witnesses or other persons involved.
- E. A detailed list of the actions taken by the investigating person; including a timetable of the incident.
- F. Any subsequent contacts with the reporting party and a brief description of his or her reaction to the actions taken by the agency.
- G. Any recommendations to be made including corrective, disciplinary, policy, procedure, or training issues.

9.1.7 Criminal Investigations

Two types of internal investigations may take place, administrative or criminal. During administrative and criminal investigations of employees different rules apply. Administrative and criminal investigations may be conducted simultaneously, but investigators assigned to the administrative investigation may not collaborate or share information with the criminal investigator. The following outlines procedures to be followed when investigating each type.

- A. An investigation for administrative purposes is to obtain information to determine whether a violation of rules or procedure occurred. If the designated interviewer wishes an employee to answer questions related to his or her official duties or related activities, and is willing to forego the use of such answers in a criminal prosecution, the interviewer shall advise the employee that:
 1. The purpose of the interview is to obtain information to determine whether a violation of rules or procedure occurred. The answers obtained may be used in disciplinary proceedings resulting in reprimand, demotion, suspension, or termination.
 2. All questions related to employment must be fully and truthfully answered. Refusal to answer or lying may result in disciplinary action up to and including termination.

3. No answers given, nor any information obtained by reason of such statements, may be admissible against the employee in any criminal proceedings.
 4. The employee should be given the administrative proceedings rights advisement:

"I wish to advise you that you are being questioned as part of an official investigation of the police department. You will be asked questions specifically directed and narrowly related to the performance of your official duties or fitness for duty. You are entitled to all rights and privileges guaranteed by the laws and the constitution of this state and the constitution of the United States, including the right not to be compelled to incriminate yourself. I further wish to advise you that if you refuse to testify or to answer questions relating to the performance of your official duties or fitness for duty, you will be subject to departmental charges, which could result in your termination from the police department. If you do answer, neither your statements nor any information or evidence, which is gained by reason of such statements, can be used against you in any subsequent criminal proceeding. However, these statements may be used against you in relation to subsequent departmental charges."
 5. In an interview for administrative purposes, no Miranda rights are required. Further, the foregoing rules are inconsistent with the Miranda ruling in that employee's statements cannot be used as evidence. As the interview does not serve criminal prosecution, the employee has no Sixth Amendment right to counsel. The governing case is *Garrity v. New Jersey*, 385 U.S. 483, 87 S. Ct. 616 (1967).
- B. An investigation for criminal investigative purposes will be conducted if it is determined that criminal prosecution is a possibility and the statements obtained may be used against the employee in a criminal proceeding. The interviewer shall:
1. Give the employee Miranda rights;
 2. Advise the employee that if he or she asserts his or her right not to answer questions, no adverse administrative action will be taken based upon the refusal. The governing case is *Gardner v. Broderick*, 392 U.S. 273, 88 S.Ct. 1913, 1916 (1968).
 3. If the employee decides to answer questions at this point, the responses may be used in both criminal and disciplinary proceedings.
 4. During interviews for criminal investigative purposes, employees may have an attorney present during the interview if they request it.
- C. In addition to interviews of the employee and witnesses, the investigating officer conducting an administrative investigation may require other activities in support of the investigation including:
1. An employee may be compelled to submit to a test for alcohol or drug use. The results may be used in a disciplinary hearing. Refusal to submit to the examination may be grounds for disciplinary action up to and including termination. When conducting alcohol and drug testing, employees will follow city policies in regards to the administration of such tests (City of Sheridan Employee Handbook).
 2. An employee may be compelled to make financial disclosure statements when it is directly and narrowly related to allegations of misconduct.
 3. An employee may be required to provide access to social networking sites when it is directly and narrowly related to allegations of misconduct.
 4. An employee may be required to submit to a polygraph examination. In addition, the following guidelines will apply:

- a. Any polygraph examination administered under the provisions of this policy shall be administered by a qualified examiner. Consideration shall be given to using an examiner from outside the department.
 - b. Refusal to submit to a polygraph examination, or to answer all questions pertaining to charges in the polygraph examination, shall be grounds for disciplinary action up to and including termination.
 5. An employee may be required to be photographed or participate in a lineup.
- D. Property belonging to the department is subject to inspection at any time for any reason whether or not there is reasonable suspicion that evidence of work-related misconduct will be found therein. Property includes, but is not limited to, vehicles, desks, computers, files and storage lockers.

9.1.8 Disposition

- A. Disposition occurs when the chief of police approves the actions taken during the investigation and makes a conclusion of fact.
- B. The chief of police will classify completed investigations as follows:
 1. Unfounded: no truth to the allegations;
 2. Exonerated: allegations are true; however, employee(s) acted in accordance with departmental guidelines;
 3. Not sustained: unable to verify the truth of the matters under investigation;
 4. Sustained: allegations true; or
 5. Policy failure: flaw in policy caused the incident.
- C. A summary of the investigation will be reviewed with the employee(s) involved and a copy of the final report will be given to the affected employee(s) at the discretion of the chief of police.
- D. Unless some type of culpability by the employee is shown, there shall be no mention of the incident in the personnel files. Employees who receive disciplinary action will have a summary of the incident outlining the supporting facts, placed in their personnel file. Employees who do not receive sanctions as a result of an investigation/internal review, but do receive remedial training or employee counseling will have the course of action noted in their performance appraisal.
- E. The chief of police will make or direct the disposition release to the reporting party.
- F. The investigative documents will be filed in the office of the chief of police. A record of all complaints against the department or its employees shall be maintained in a secure location by the chief of police. This records activity is an exception to personnel records and the department's records system. All such records of complaints are confidential except that the chief of police may release statistical summaries with specific information redacted.
- G. The following is the minimum retention period for internal investigation records:
 1. Investigations that result in formal discipline - retained permanently.
 2. Investigations that result in informal discipline (remedial training, counseling) – retained 3 years, then purged.
 3. Complaints that are not sustained, unfounded or exonerated - retained 2 years then purged.
 4. The master list of citizen complaints, internal investigations and early intervention investigations shall be retained permanently by the office of the chief of police.



Sheridan Police Department
Policies and Procedures
9.2
Chapter 9 – Department Oversight
Section 2 – Evaluation Process

Date: January 1, 2013
Updated: 11/08/2021

Signature:

A handwritten signature in blue ink, appearing to read "Tom Kuhn".

The department has a responsibility to the public and its own personnel to hire and retain the best qualified employees. Regular performance appraisals are an important step in that process.

9.2.1 General

- A. All employees will be evaluated on a formal basis as established by the City of Sheridan Employee Handbook. The purpose of the evaluation process is to:
 - 1. Document the employee's work performance;
 - 2. Note accomplishments and improve performance;
 - 3. Foster fair and impartial personnel decisions;
 - 4. Assist in the decision making process about the tenure of employees;
 - 5. Identify training needs; and
 - 6. Provide a positive forum for focused interaction between employees and supervisors.
- B. All employees shall be evaluated on a timely basis.
 - 1. All employees will be evaluated on an annual basis.
 - 2. Anytime employees receive competitive promotions or a significant change in duties, they may be evaluated at the completion of their 6-months in their new position.
 - 3. Non-sworn employees may be evaluated at 6 months depending on their hire date; it is at the discretion of the HR department.
 - 4. Sworn probationary employees will be evaluated monthly during their field training period and at 12 months.
 - 5. More frequent evaluations may be conducted when in the judgment of the employee, supervisor, or a commanding officer, they would be beneficial.
- C. Evaluations reflect observations and perceptions made by the evaluator as well as documentation of factual events that have occurred. As such, subjectivity in the process is inherent. However, each evaluator will make every effort to maintain evenness, fairness and impartiality in the evaluation process by using standardized evaluation guidelines.
- D. All supervisors with employee evaluation responsibilities will be trained in the process.

9.2.2 Evaluation Procedures

- A. Evaluation Format
 - 1. All evaluations will be completed on the employee performance appraisal system designated by the City of Sheridan.

2. When the appraisal is complete, the supervisor will route the appraisal through the approval chain. Each person in the chain will review and approve the appraisal, or note comments or suggestions for change.
3. When the appraisal has been approved, the rating supervisor will discuss the appraisal with the employee being evaluated.
4. The completed form must be signed and dated by the rater and employee and turned in. In the case of annual evaluations where salary increases are to be received, no change of status form will be submitted until the evaluation is completed. Once completed, back pay will be given when owed.

B. Evaluation Methods

1. The employee's immediate supervisor shall conduct evaluations. All ratings will be based only on performance specific to the employee's position during the evaluation period. The rater should not be influenced by performance during an earlier evaluation period. The rater should not be overly influenced by performance that occurs while the evaluation is being prepared.
2. The supervisor will ensure that all evaluations are conducted in a private setting and will maintain an open dialogue with employees, discussing the job performance in a frank and customer friendly manner. The supervisor will counsel the employee in the following areas:
 - a. The results of the completed performance evaluation;
 - b. The level of performance expected;
 - c. Explanation of the rating criteria used during the performance evaluation, to include an explanation of the dimensions and the meaning of the scores assigned;
 - d. Goals for the upcoming evaluation period; and
 - e. Career counseling relative to topics such as advancement, specialization, or training appropriate for the employee's current position.
3. A copy of the completed evaluation report will be provided to the employee.
4. The employee will have the opportunity to provide a self evaluation and to submit a written response to the evaluation for attachment to the evaluation.

C. Evaluation Material

1. Generally, material used in the evaluation process will include all relevant job related information gained by the supervisor during the period for which the evaluation is being completed. This information may be obtained from:
 - a. Firsthand observations of the employee's behavior, temperament, job skills, interpersonal skills and other job dimensions noted on the appraisal report;
 - b. Observations and perceptions made by training officers, corporals, other ranking officers, and other employees in the department who interact with the employee;
 - c. Reports and other documents completed by the employee;
 - d. Outside sources including courts, prosecutors, citizens, and other law enforcement agencies.
2. The supervisor will make every effort to document the performance of employees on an ongoing basis and this documentation will serve as a basis for the evaluation report. Supervisors will discuss the employee's performance throughout the evaluation period, with the formal evaluation session a cumulative end to those sessions.

3. No information will be placed on an evaluation form that has not been discussed or reviewed with an employee.
4. Notations and appropriate ratings will be given under the proper job dimension for any disciplinary or corrective actions received by an employee during the period. Additionally, incidents that have occurred that resulted in counseling sessions will be noted on the form, in particular those involving high risk or critical liability areas.

D. Resolving Conflict

1. It is the expectation of the department administration that employees accept responsibility for job performance and that supervisors conduct employee relations in a fair and consistent manner.
2. In the event that conflict arises over the content of the evaluation or the scoring of the form, the supervisor will make reasonable attempts to resolve the conflict. In the event that the conflict is not resolved, the employee should follow steps outlined in the City of Sheridan Employee Handbook.

E. Review

1. Performance appraisals may have multiple layers of review.
2. Each commanding officer who has supervisors completing evaluations will review the evaluation to ensure that:
 - a. The form is completed properly;
 - b. That ratings have been given adequate justification;
 - c. That the evaluation reasonably reflects the employee's job performance, to the degree known by the reviewing officer;
 - d. That, to the best information known to the reviewing officer, the process has been completed in a fair and impartial manner.
3. Supervisors shall conduct a review of subordinate raters regarding their fairness and impartiality of ratings they have given, their participation in counseling employees, and their ability to carry out their role in the performance evaluation process as a component of the subordinate's annual evaluation.

F. Meetings with Employees

1. Supervisors shall conduct regular meetings with employees to review the employee's overall performance. The bureau commander will direct the frequency of these meetings. Areas to be discussed should include any significant incidents that have occurred, a review of any assigned goals, tasks or objectives, and other related areas and concerns.
2. These meetings will be documented and available for review by the Command Staff.

G. Annual performance evaluations shall be retained as part of the personnel file until 4 years after the date of separation per the Wyoming Record Retention Act, Wyoming Statutes 9-2-405 through 9-2-413.



Sheridan Police Department
Policies and Procedures
9.3
Chapter 9 – Department Oversight
Section 3 – Discipline

Date: January 1, 2013
Updated: 11/08/2021

Signature:

The Sheridan Police Department strives for a fair and effective system of discipline; the purpose of which is to train and develop by reward, instruction, counseling, or punitive actions.

9.3.1 General Information

- A. Discipline shall be conducted under the provisions of City of Sheridan Employee Handbook and City of Sheridan Civil Service Rules.
- B. All disciplinary action is intended to ensure that the offense will not reoccur and to establish accountability. Discipline may be imposed as a counseling or an educational process to assist an employee in meeting the minimum standards set by the department.
- C. The tenure of every employee shall be based on reasonable standards of personal conduct and job performance. Failure to meet such standards shall be grounds for appropriate disciplinary action, which shall be commensurate with the seriousness of the offense and with due consideration of the employee's prior performance and disciplinary record.
- D. Training conducted by the Sheridan Police Department has a direct effect on discipline by updating the performance and conduct expectations of employees. In addition to the on-going training programs, the supervisory officer is frequently required to conduct training in response to a specifically identified need or problem. In cases where improper conduct has occurred, a rule or regulation has been violated, or otherwise inappropriate performance has taken place; the supervisor may take training steps that are either informal or formal as is appropriate, based upon the nature or severity of the identified problem.

9.3.2 Supervisor's Role

- A. The primary responsibility for maintaining and reinforcing employee conformance with the standards of conduct of this department shall be with the employees and the first line supervisors. A secondary role will be at the bureau level, which will conduct internal reviews and audit procedures of the agency to ensure compliance with rules, procedures and laws.
- B. Each supervisor is expected to participate actively in the disciplinary process and enforce the rules, policies, procedures and standards of the department.
- C. Supervisors shall familiarize themselves with the officers in their unit and closely observe their general conduct and appearance on a daily basis.
- D. Supervisors should remain alert for indications of behavioral problems or changes that may affect an officer's job performance. Such information should be documented by the supervisor and appropriate corrective measures instituted.
- E. When a supervisor perceives that an officer may be having, or causing problems, the supervisor should assess the situation, and determine the most appropriate action.

F. First line supervisors have the authority to exercise limited disciplinary actions. The type and nature of observed misconduct will determine whether it can be handled and resolved at the line level or needs to be referred to the chief of police through the chain of command. Not all complaints can be automatically categorized. Supervisors are required to exercise good judgment and common sense when determining the appropriate response to employee misconduct.

1. A supervisor may conduct, arrange or recommend additional training to refresh and reinforce an officer's skills when a violation was caused primarily by the employee being inadequately prepared for his or her responsibilities.
2. Counseling may be used by the supervisor as follows:
 - a. To determine the extent of any personal or job problems that may be affecting performance, and to offer assistance and guidance.
 - b. To discuss minor and infrequent rule violations, and to discuss the substance and importance of the rules with the officer.
 - c. The supervisor will document all instances of counseling or additional training used to modify an officer's behavior.
3. Emergency administrative leave
 - a. A supervisor may immediately relieve an employee from duty if:
 - i. The supervisor believes the employee is physically or psychologically unfit for duty;
 - ii. The employee refuses to obey a lawful direct order from a superior officer;
 - iii. An immediate suspension is necessary to maintain safety, health, order or effective direction of department services;
 - iv. The employee has been formally charged with a crime.
 - b. Relief from duty under this section is a temporary administrative action pending review and approval from the chief of police and City of Sheridan human resource director.
 - c. The person taking the action will:
 - i. Advise the employee that he or she is relieved from duty immediately, with pay.
 - ii. If the employee being relieved from duty is a sworn officer, advise that his or her official duties and law enforcement powers are suspended until such time as the chief of police restores them. Take immediate possession of the officer's badge, department identification cards, keys and access cards, duty weapon(s), and any other equipment deemed necessary.
 - iii. If a non-sworn member is being relieved from duty, take immediate possession of the member's identification card, keys and facility access cards, and any other department issued equipment deemed necessary.
 - iv. Notify his or her immediate superior and the chief of police through the chain of command of the action taken and prepare a written memorandum to the chief of police.
 - d. An employee placed on emergency administrative leave shall be required to report to his or her bureau commander the following working day.

9.3.3 Disciplinary Procedures

- A. Whenever a supervisor discovers that a subordinate may have violated department rules of conduct or engaged in other misconduct, he or she shall investigate the matter thoroughly and take immediate action. Investigations into alleged employee misconduct can be initiated at any level in the chain of command. The reporting and investigative process involving violations of department rules of conduct or other misconduct will be the same as defined in 9.1.3-A.3.
- B. Although supervisors are the key to effective discipline in the department, it is imperative that all employees, regardless of rank, always be on the alert for any evidence of unsatisfactory performance or conduct.
 - 1. Whenever an employee believes that a violation of rules of conduct has occurred, the employee shall submit a written memorandum to his or her immediate supervisor. The supervisor has the responsibility to take appropriate action to ensure that the matter is investigated promptly and thoroughly.
 - 2. Whenever an employee feels that his or her supervisor or any other supervisor in the department is in violation of the rules of conduct, he or she shall submit a memorandum to the chief of police detailing the circumstances. The chief of police will cause an investigation to be conducted.
- C. In pending disciplinary actions, the chief of police may place the employee on leave without pay but may also choose to place the employee on leave with pay or allow the employee to remain in his or her current position or a modified position. The chief of police may, at his or her discretion, immediately suspend the employee if the employee's continued presence may be a substantial threat to the welfare of the city or fellow employees.
- D. Interviews of employees suspected of misconduct shall be conducted under the following conditions:
 - 1. The interview shall be conducted at a reasonable hour, preferably at a time when the employee is on duty, unless the investigation is such that an immediate interview is required. If an employee is interviewed during off-duty time, the employee shall be compensated for such off-duty time in accordance with regular department procedures.
 - 2. The interview shall take place at either an office within the police department or any other place agreeable to both parties.
 - 3. The employee under investigation shall be informed of the nature of the investigation.
 - 4. Interview sessions shall be for reasonable periods of time and shall allow rest periods as are reasonably necessary.
 - 5. No promise of reward or threat of disciplinary action shall be made as an inducement to answer or to elicit a specific answer to any question.
 - 6. If needed, the nature of the interview (administrative or criminal) will determine the type of advisement given to the employee. See section 9.1.7.
- E. Upon completion of investigations of misconduct the investigating supervisor shall prepare a written report providing the following information:
 - 1. Name, rank, and assignment of the employee;
 - 2. Date, time, and location of the misconduct; or, the period of time during which continuing unsatisfactory job performance or detrimental personal conduct occurred;
 - 3. Policy or procedure violated;
 - 4. A complete statement of the facts regarding the misconduct or unsatisfactory job performance;

5. The disciplinary action recommended;
 6. All documentation supporting the investigation shall be attached.
 7. All such reports and supporting documents will be reviewed through the chain of command to the chief.
- F. It is the intent of the Sheridan Police Department to administer discipline that is both consistent and fair to the employee and the department. Disciplinary action taken shall be determined by:
 1. The seriousness of the violation or the extent of injury to the victim. Disciplinary action shall be commensurate with the circumstances surrounding the incident and made with consideration of the employee's disciplinary record and past work performance;
 2. The impact of the incident on the organization;
 3. More serious forms of discipline are called for when:
 - a. Minor violations are repeated; or minor or moderately serious infractions are associated with a pattern of disciplinary problems; or
 - b. An intentional or willful violation of rules, procedures, or other requirements occurs.
- G. When discipline is necessary, the discipline chosen will be that which is intended to correct the problem and which is appropriate to the offense. The chief of police shall consider all recommendations when making the final decision on the discipline to be administered. Discipline may take any form specified in Sheridan Civil Services Rules and/or City of Sheridan Handbook .
 1. Coaching or counseling
Counseling is the process of approaching a suspected or identified problem with an employee through a private interview. In minor or routine cases, the supervisor may conduct informal counseling. This is the on-going "coaching" of an employee that is a key part of a supervisor's responsibilities and will normally prevent minor issues from becoming big problems. Counseling shall be documented in the Guardian Software, giving the action taken and identifying the relevant performance factors and core values involved.
 2. Written reprimand
A written reprimand is when an employee is made aware of his or her violation in writing. A written reprimand shall be documented on the Written Reprimand form giving the action taken and identifying the relevant performance factors and core values involved. Written reprimands will be retained in the employee's personnel file.
 3. Performance improvement plan
Performance improvement plans are used when job performance falls below an acceptable standard. A plan will identify the specific unacceptable deficiency in the employee's performance, the necessary improvement, the period of time in which improvement must occur, and further consequences that will result for failing to show improvement. Information shall be documented on the Performance Improvement Plan form and retained in the employee's personnel file.
 4. Suspension
Suspension is the temporary removal of an employee from duty and/or pay status.

Employees may have accrued paid time off deducted in lieu of suspension without pay.

a. Written documentation for suspensions shall include information on the specific violations leading to the suspension, the dates of suspension, and a clear statement regarding the loss of police powers during the suspension period. Records of a suspension shall be placed in the employee's personnel file and retained for the life of the file.

5. Demotion

Demotion is the placement of an employee in a position in a lower class or rank for which a lower maximum rate of pay is authorized. The chief of police may demote an employee for disciplinary reasons or for unsatisfactory performance. A member so demoted shall be given written notice of the reasons for the demotion. Records of a demotion shall be placed in the employees personnel file and retained for the life of the file.

6. Termination

Termination is involuntary separation from employment. The chief of police may terminate an employee for cause. When a member is terminated, he or she will be provided the following information:

- a. A written statement citing the reason for the termination;
- b. The effective date of the termination;
- c. The status of fringe and any other benefits available after the termination, such as accrued vacation time, sick time, retirement benefits, etc. shall be provided by the City of Sheridan Human Resources Department.

Records of a termination shall be placed in the employees personnel file and retained for the life of the file.

7. When appropriate, restitution for loss or damage to city property may be ordered in addition to discipline.

8. Disciplinary actions are subject to City of Sheridan Civil Service Rules.

H. Additional suspension considerations

1. If an employee is suspended without pay during the time that any deductions for insurance premiums are normally deducted from the employee's check, the employee will be responsible for making the necessary arrangements to pay his or her portion of the premium.
2. If the employee must attend court during the time of the suspension, the employee will be subpoenaed in the same manner as witnesses.

I. Enforcement of rules and regulations is not subject to the grievance process.



Sheridan Police Department
Policies and Procedures
9.4
Chapter 9 – Department Oversight
Section 4 – Early Program Intervention

Date: January 1, 2013

Signature:

Reviewed: 11/03/2020, 11/08/2021

The Early Intervention Program (EIP) is a resource for supervisory personnel to identify employees who show symptoms of job stress or performance problems at early stages of the problem. The intent of the EIP is to proactively provide employees with the assistance and training necessary to perform their assigned duties in an effective and efficient manner. Each individual incident is reviewed at the time of occurrence by a supervisor and the chain of command. These incidents may appear acceptable by themselves, but a pattern of less than optimal job performance may be developing that is more difficult to identify. Tracking indicators detailed in this program will allow supervisors to examine the totality of each individual's actions and make a more accurate assessment of the employee's well-being.

9.4.1 General

- A. The Early Intervention Program (EIP) is designed as a resource to assist supervisory personnel in evaluating and guiding employees to perform at their best. The EIP is designed to identify possible job stress and/or performance problems and help resolve those problems.
- B. No disciplinary action should be imposed as a result of a review under the EIP criteria. Any disciplinary action should have been previously imposed at the time of the original incident.
- C. Guardian Tracking is the department EIP system and is available for all supervisors and employees to use and review.

9.4.2 Criteria

- A. The EIP will be a continuous process with monthly, six month and twelve month thresholds. To identify possible candidates for the EIP, the following criteria have been established:
 1. On-duty injury;
 2. Vehicle accident (regardless of fault)/ Property loss or damage;
 3. Safety violation;
 4. Citizen complaint;
 5. Use of force – Includes chemical, electronic, impact or physical strikes, canine bites, firearms, and other weapons;
 6. Resisting arrest incident;
 7. Injury to arrestee;
 8. Vehicle pursuit;
 9. Sick leave resulting in internal review;
 10. Off-duty incidents affecting work performance.
 11. Attendance/Absenteeism

12. General Performance (Negative)
13. Initiative (Negative)
14. Insubordination
15. Grooming/Dress
16. Report Completion/Issues
17. Rudeness/Attitude
18. Tardiness
19. Investigations (Negative)

B. Reaching the following thresholds shall trigger a review:

1. Three or more occurrences in any combination of categories in a 30 day period;
2. Five or more occurrences in any combination of categories in a six month period;
3. Eight or more occurrences in any combination of categories in a 12 month period;
4. Reaching the number of occurrences in a single category in any period as identified in the chart shall require a review:

	Events in Single Category		
	30 Day	6 Month	12 Month
On-Duty Injury	2	3	4
Vehicle Accident (regardless of fault)/ Property Loss or Damage	2	2	3
Safety Violation	2	2	2
Citizen Complaint	2	2	4
Use of Force – Includes chemical, electronic, impact or physical strikes, canine bites, firearms, and other weapons	2	3	5
Resisting Arrest Incident	2	3	5
Injury to Arrestee	2	2	4
Vehicle Pursuit	2	2	3
Sick leave resulting in internal review	2	2	2
Off-duty incidents triggering an internal review or affecting work performance	2	2	2
Attendance/Absenteeism	2	2	4
General Performance (Negative)	2	2	4

Initiative (Negative)	2	2	4
Insubordination	2	2	2
Grooming/Dress	2	2	4
Report Completion/Issues	2	2	2
Rudeness/Attitude	2	2	4
Tardiness	2	2	4
Investigations (Negative Performance)	2	2	4

5. Single incidents countable in more than one category (using force in a resisting arrest case) shall only be counted in one category.

9.4.3 Early Intervention Program Files

- A. Each supervisor will maintain a personnel management file on each employee assigned to his or her command.
- B. This file will be the repository for a spreadsheet documenting employee incidents that meet the criteria for EIP consideration and documentation of those incidents when the threshold is met. This shall be the same file used for employee performance evaluations. No medical or Workman's Compensation information should be stored in the EIP file.
- C. It is the duty of supervisors to monitor the performance and behavior of personnel under their command on a daily basis. Supervisors shall track on a regular basis (at least monthly) their employee's involvement in EIP criteria.
- D. Whenever a threshold is met, the supervisor shall gather and review information. The review and analysis should include facts and documentation on each incident qualifying the employee for the EIP. The analysis of the facts should include consideration of the totality of circumstances surrounding each incident.
- E. The employee's immediate supervisor shall meet with the employee and have a preliminary discussion on the activation of the system. The employee will be asked for his or her insight into the incidents.
- F. The employee's supervisor shall notify the bureau commander and meet to develop a course of action to assist the employee if needed.

9.4.4 EIP Reports

- A. The supervisor shall prepare a report of the analysis including:
 - 1. A brief summary of the facts and dispositions of each incident that qualified the employee for the EIP;
 - 2. Determination if there are similarities between incidents;
 - 3. Determination if a trend or pattern of behavior is indicated;

4. The findings and conclusions based on the supervisor's analysis, as well as any recommended assistance. Suggested assistance may include, but is not limited to:
 - a. No further action. Often the circumstances that activated the EIP are merely part of a competent officer performing his or her job duties in a conscientious manner. If the assessment indicates that no problem or pattern of behavior exists then no further action is required;
 - b. Need for training or peer assistance;
 - c. Additional supervision;
 - d. Supervisory counseling;
 - e. Referral to the Employee Assistance Program;
 - f. Documentation of an approved performance improvement plan. This plan will be designed to further identify and correct any identified performance concerns;
 - g. Disciplinary action is only permitted in the event that new violations are revealed during the EIP review.
- B. The EIP report, with the recommended assistance, will be completed by the officer's supervisor and presented to the involved bureau commander. The bureau commander will review the recommendation and provide any necessary insight and/or recommendation(s). The bureau commander will make the final decision on any recommended action as a result of an EIP report.
- C. EIP cases can be closed when behaviors, issues or problems that caused the case to be opened are resolved or corrected.
- D. The original EIP report will be maintained in the office of the chief of police and a copy placed in the employee's personnel management file.
- E. EIP investigations shall be tracked with internal investigations and citizen complaints.
- F. The supervisor will document implementation of recommendations in the EIP file and forward a copy to the bureau commander.
- G. EIP reviews shall be kept confidential and shall not be discussed with other employees unless it is necessary for completion of the review.
- H. EIP reports older than two years will be purged from all files.



Sheridan Police Department
Policies and Procedures
9.5 Replaces 510.1
Chapter 9 – Department Oversight
Section 5 – Substance Abuse

Date: January 1, 2013
Updated: 11/08/2021

Signature:

A handwritten signature in blue ink, appearing to read "Tom Kuhn".

Concerns of the City of Sheridan for its employees and the public have led to the formulation of policies on substance abuse, drug testing and smoking.

9.5.1 Substance Abuse

- A. The City of Sheridan is a drug free workplace. The manufacturing, distribution, dispensation, possession (except as required by law enforcement personnel in the performance of their official duties) and use of illegal drugs or alcohol on city premises or during work hours by city employees is strictly prohibited.
- B. The City of Sheridan substance abuse policy is explained in the City of Sheridan Employee Handbook.

9.5.2 Alcohol Policy

- A. No employee of the department shall report for a regular tour of duty while under the influence of alcohol or drugs, or if unfit for duty because of their prior use. No employee of the department shall report for duty or remain on duty with an odor of intoxicating liquor upon his or her breath.
- B. No officer shall drink any alcoholic beverage while on duty, except when necessary in the performance of duty. Such an act in the performance of duty shall be recorded by the officer and made part of the case file.
- C. No employee of the department shall consume any alcoholic beverage on any public property, park, or other location where such consumption is prohibited by law. Employees, whether on or off duty, if found intoxicated and in violation of any law, shall be subject to immediate relief of further duty pending an investigation or arrest.
- D. The City of Sheridan alcohol and other drug testing policy is explained in City of Sheridan Employee Handbook.

9.5.3 Tobacco Policy

- A. The City of Sheridan prohibits the use of any form of tobacco products, smoke or smokeless, in City Vehicles.
- B. The City of Sheridan prohibits the use of any form of tobacco products, smoke or smokeless, in city facilities.
- C. The City of Sheridan tobacco policy is explained in the City of Sheridan Employee Handbook.

Sheridan Police Department Policies and Procedures

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