

Operations Guidelines Manual

Center Township Police Department Center Township (Aliquippa), Pennsylvania



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Order

The efficiency of **The Center Township Police Department** for enforcing the criminal law and many minor regulations depends largely upon the administrative principles of leadership, conduct and discipline.

Each employee will be furnished a copy of directives (As well as a thumb drive data storage device) as written for insertion in this manual. Employees are directed to keep their copy in good condition and to make such additions as issued to them.

Each member of the Department is directed to become thoroughly familiar with the contents of this Manual and knowledgeable of the information contained herein. Violations of these writings may result in disciplinary action.

Changes or additions may be made from time to time and shall become effective and part of this Manual when published.

It must be kept in mind that no arbitrary set of rules can be established which will embrace all situations in the general discharge of police duties, but some things must necessarily be left to the judgment and discretion of the individual.

However, that discretion **must not** be used inconsistently or without **good** reason.

All **existing orders** and **other regulations**, which are in conflict with the contents of the Department Manual, are hereby revoked.

Barry D. Kramer
Chief of Police

Mission of This Department

Our Mission

The Mission of the Center Township Police Department is to enhance the quality of life of the citizens it serves, by serving and protecting those individuals to the best of our ability. The Police Department seeks to accomplish this by developing a partnership with and responding to the needs of the community. While operating within the framework of the United States Constitution, we will “protect and serve” with Pride, Integrity and Courage:

Pride in the performance of our duty and in our service to the public

Integrity in our dealings with the people we protect and serve

Courage to act in an unbiased, unprejudiced, fair and equal manner to all...even in the face of adversity

Values

Honesty--We strive to remain honorable in our principles, intentions, and actions.

Integrity--We believe in the uncompromising adherence to high moral and ethical principles.

Ethical--We lead by example to demonstrate our high standards for professional conduct.

Truthful--We uphold truthfulness in our actions, words, and deeds.

Trustworthy--We are responsible for the public trust placed in us, not only individually, but as a Department

Accountable--We shall remain answerable to the public and to each other for our actions.

Professional--We shall endeavor to maintain a professional character and spirit, which will be exemplified by our behavior.

Responsible--We are knowledgeable about our duties and obligations and seek to perform them to the best of our abilities.

Dedication--Through dedication to the police profession, we shall remain devoted to the service of our fellow human beings.

Motivated--By working together as a highly motivated organization, we achieve excellence through our productivity.

Law Enforcement Code of Ethics

All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing.

Primary Responsibilities of a Police Officer

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace, and ensuring the rights of all to liberty, equality and justice.

Performance of the Duties of a Police Officer

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity. Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

Discretion

A police officer will use responsibly the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

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. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than an arrest, which may be correct in appropriate circumstances, can be a more effective means of achieving a desired end.

Use of Force

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances. Force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

Confidentiality

Whatever a police officer sees, hears or learns of, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise. Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

Integrity

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers. The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

Cooperation with Other Officers and Agencies

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assists colleagues fully and completely with respect and consideration at all times.

Personal/Professional Capabilities

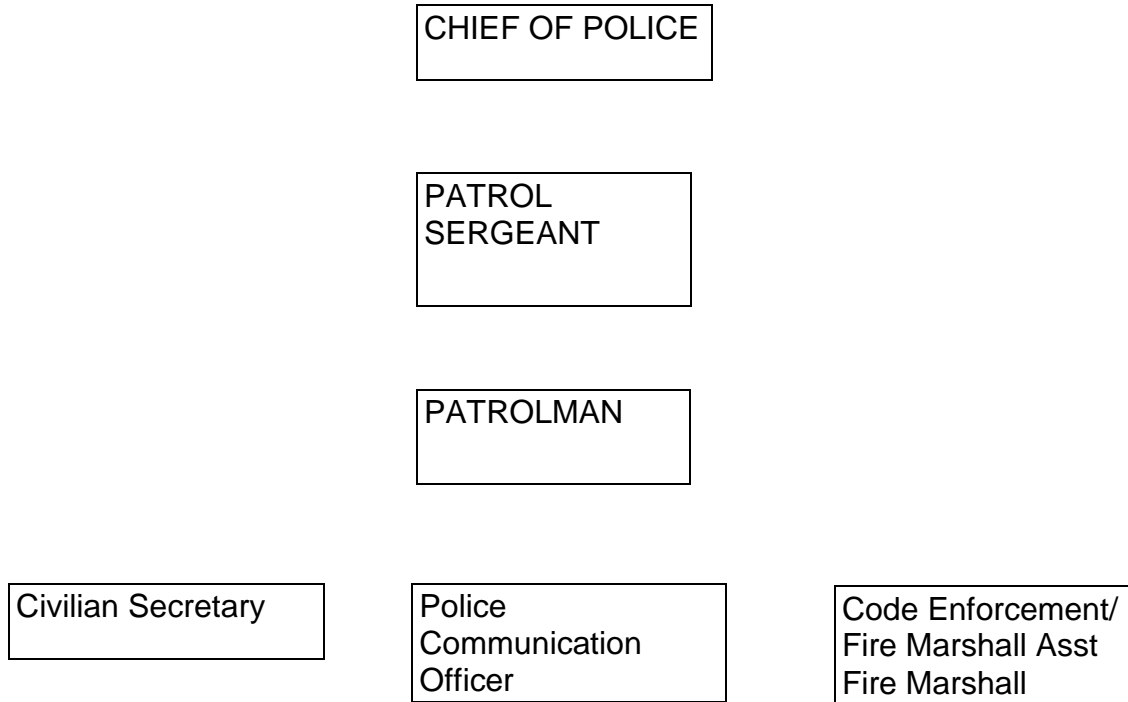
Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence. Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

Private Life

Police officers will behave in a manner that does not bring discredit to their agencies or themselves. A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

Center Township POLICE DEPARTMENT ORGANIZATIONAL CHART

Center Township Board of Supervisors



1: THE OPERATIONS GUIDELINES MANUAL

1:1. ENUMERATION

Title and Arabic numeral, arranged by colon and decimal sequence, designate each chapter, section and subsection. The number preceding the colon indicates the chapter, the number immediately to the right of the colon indicates the section and the number to the right of the decimal point designates the subsection. Letters indicating a series under a subsection are followed by decimal points; and numbers within a lettered subsection are in parentheses. This format is designed to facilitate quick reference to specific material, as well as expansion or revision of the contents.

1:2. TABLE OF CONTENTS

A list of topics at the front of the Operations Guidelines Manual gives the chapter and page number within the chapter of the Manual where the topic occurs.

1:3. DEFINITION OF TERMS

The following definitions apply to terms used in this Manual.

- ANNUAL LEAVE - Vacation period granted to all members annually.
- BEAT - A geographical area of variable size within the town(s) to which one or more officers are specifically assigned for patrol purposes.
- TOWNSHIP BUILDING - The police building that houses the headquarters, staff, and the members of this department.
- CHAIN OF COMMAND - The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the execution level.
- DAYS OFF - Those days, determined by the use of a rotating schedule, agreed upon by majority of officers on which a given member is excused from duty.
- DEPARTMENT - When capitalized, the Center Township Police Department.
- DETAIL - Members of the Department, sometimes from more than one unit, grouped together for the accomplishment of a specified mission. When not engaged in a continuing operation the detail is called a special detail.

- FOLLOW-UP INVESTIGATION - A supplementary investigation following the preliminary investigation designed to record additional facts directed towards the clearance of the particular crime, and/or the recovery of stolen property.
- GENDER - Use of the masculine gender herein shall also include, where applicable, the female gender.
- GENERAL ORDER - Permanent written order, issued by the Chief of Police, not relating to specific circumstance or situation but effecting, or of concern to, the entire force.
- INCOMPETENCE - Incapable of satisfactory performance of police duties.
- INSUBORDINATION - Failure or deliberate refusal of any member or employee to obey a lawful order given by a superior officer shall be insubordination. Ridiculing a superior officer or his orders, whether in or out of his presence is also insubordination. Disrespectful, mutinous, insolent, or abusive language toward a supervising officer is insubordination.
- LAWFUL ORDER - Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any departmental rule or regulation.
- LEAVE OF ABSENCE - The period of time during which an officer is excused from active duty and during which time he receives no pay.
- MAY/SHOULD - As used herein, the words may and should shall mean that the action indicated is permissive.
- MEMBERS - All persons on the Police Department payroll, including both officers and civilian employees.
- MEMORANDUM - A written memorandum issued by the Chief of Police for the purpose of keeping members informed and aware of situations and matters that effect the Department in general. Such memoranda are not official orders but express the thinking of the issuing authority on the subject under consideration.
- MILITARY LEAVE - The period of time during which an officer is excused from duty by reason of serving in the Armed Forces of the United States in an active capacity as provided by law.
- NEGLECT OF DUTY - Failure to give suitable attention to the performance of duty. Examples include but are not limited to: failure to

take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report to duty at the time and place designated; unnecessary absence from the beat during a tour of duty; failure to perform duties prescribed in the procedures.

- OFFICERS - Every member duly appointed to the Police Department as a regularly salaried peace officer and who has taken the oath as such. The term is applied without regard to sex, race, division, or duty.
- OFF DUTY - The state of a member during the period he is free from the performance of specified duties. Also may be known as rest period, day off, or an annual leave.
- ON DUTY - The state of a member during the period of the day when he is actively engaged in the performance of his duties. Technically, a police officer is subject to call at all times.
- OUT OF SERVICE - Unavailable for radio communications.
- PATROL CAR - Radio equipped automobile used for patrol duty.
- POLICE MANUAL - A manual prepared to define the organizational structure of the force and specific duties of its organic units and members, also to outline the various standard operating procedures of the department.
- PRELIMINARY INVESTIGATIONS - The initial investigation conducted by the Department upon the report of a crime or attempted crime. The preliminary investigation shall include statements from all persons concerned, details of the particular crime, description of evidence and other property included in the case, and the action taken by the investigating officer.
- PROBATIONARY PERIOD - Each member shall be required to serve a probationary period prior to permanent appointment to the department.
- PROCEDURE The official method of dealing with any given situation prescribed by the Chief's order or procedural guide.
- REPORT - A written communication, unless otherwise specified, relating to police matters.
- RULES AND REGULATIONS - Directions issued by the Chief of Police to define the police purpose and the duties and conduct of all members.

- SENIORITY - Seniority in the Department is established first by rank and secondly by aggregate time served in rank. Where conflict occurs because of identical service or dates of appointment, the member with the highest score on the promotional list from which appointments were made is deemed to be the senior. In situations requiring decision or control, where the officers are of equal ranks, the senior officer will make the decision and exercise control unless otherwise directed by a higher supervisory officer and department regulation.
- SHALL/WILL - The words shall and will, as used herein, shall indicate that the action required is mandatory.
- SHIFT - That period of a calendar day during which a specified number of members is on duty.
- SHIFT COMMANDER - The shift commander is the ranking uniformed officer, other than the Chief of Police, on duty during a particular shift. If there is no ranking officer on duty, then the oldest officer by time served seniority will be the shift commander. He is responsible for the operation and effectiveness of the uniformed members of the Department during that particular shift.
- SICK LEAVE - The period of time during which an officer is excused from active duty by reason of illness or injury.
- SPECIAL DUTY - Police service, the nature of which requires that the member be excused from the performance of his regular duties.
- SPECIAL ORDER - Written order, issued by the Chief of Police, relating to some specific circumstance or situation, usually of a temporary nature, that ordinarily does not affect the entire department.
- SUPERIOR OFFICER - A person holding a higher supervisory or command position.
- SUPERVISING OFFICER - Members of the Department assigned to positions requiring the exercise of immediate supervision over the activities of other members and employees.
- TOUR OF DUTY - The shift during which an individual member is on duty.
- UNIT - Any number of members and/or employees of the Department regularly grouped together under one Supervising Officer to accomplish a police purpose. (Such as, the members assigned regularly to a particular shift).

- WORK WEEK AND DAY - A workweek begins on Sunday and ends on Saturday. The department day, for record purposes, shall begin at 11 PM and shall conclude 24 hours later.

2: THE POLICE DEPARTMENT AUTHORITY AND RESPONSIBILITIES

2:1. LEGAL AUTHORIZATION

Authority of Township Ordinance in accordance with Pennsylvania law establishes the Police Department. The Department provides persons, businesses and organizations in the Township with response to emergency situations, general police protection and services, and traffic control on its streets and highways, twenty-four hours a day, every day.

2:2. OFFICIAL POLICIES AND REGULATIONS

The Center Township Board of Supervisors hereby establishes this Manual as a working statement of Departmental policies and regulations. The Board reserves the right to amend or revoke any of the policies and regulations herein, or to add new ones, as circumstances require. All general orders, regulations, procedures emanating from the office of the Chief of Police at any time in the future will be considered in concert with this Manual. All previously issued orders, regulations, procedures and policies contrary to those contained herein are hereby revoked.

2:3. PURPOSES OF DEPARTMENT

The basic obligations of the Department are to protect life and property, and all rights guaranteed by the Constitution of the United States, preventing abuse and injury wherever possible; to preserve the peace and maintain order; to control crime and apprehend offenders; and to enforce the law.

2:4. PRIORITIES OF DEPARTMENT

Response to the specific needs of the Township holds the highest priority. The Department seeks to reduce crime and injury through preventative measures as well as immediate action in emergencies. It attempts to determine the community's wants and direct its resources toward controlling those crimes that are considered most serious, frightening and economically damaging. It seeks to protect life and limb by restricting the use of force to situations of absolute necessity. It limits the exercise of authority to those functions prescribed by the laws of the United States, the State and the Township, making violation a punishable offense.

2:5. POLICY REGARDING RELATIONS WITH THE PUBLIC

The Department acknowledges that its effectiveness depends upon acceptance of its authority and approval of its actions by the community. The Department therefore requires exemplary conduct of its members and employees; it attempts to provide, or direct the public to other sources for, needed information and seeks public cooperation through the news media;

and it encourages public reaction to its service through careful attention to commendations and complaints.

2:6. NEWS MEDIA POLICIES AND PROCEDURES

2:6.1. POLICY

The Center Township Police Department is committed to operate effectively by obtaining support from the public. In order to ensure public trust and support, the Department is committed to informing our community through the news media, of events within the public domain that are handled by, or involve the Department.

The Department will, however, control information about confidential investigations and operations if the release of that information could compromise an investigation, operation, or threaten an officer's safety.

2:6.2. PURPOSE

By providing the news media, and, in turn, our community with information, the Department will promote a relationship of mutual trust, cooperation and respect.

2:6.3. PROCEDURES

A. Public Information Officer

- 1) The Chief of Police shall designate a Public Information Officer (PIO) who is responsible for all media relations and release of information on a continual basis. If not designated, The Chief of Police shall be the PIO.
- 2) The Chief of Police shall further designate that the Officer in Charge will handle routine media relations when the primary Public Information Officer is unavailable.
- 3) During special events or emergencies, the Chief of Police or his designee may appoint a Public Information Officer to handle media relations during the event. The designated Public information Officer shall assist news personnel at emergency incidents but may only release information with the authorization of the Incident Supervisor or Officer in Charge.
- 4) The Public Information Officer is responsible for:
 - a) Being available for on-call responses to handle media relations including routine releases during business hours, and emergency briefings during non-business hours.

- b) Arranging and conducting news briefings and conferences.
- c) Reviewing the preparation of all news releases and distributing and disseminating the enclosed information.
- d) Coordinating and authorizing the release of information about victims, witnesses, and suspects.
- e) Coordinating and authorizing the release of information concerning confidential investigations and operations.
- f) Assist news personnel in covering routine news stories.

B. Release of Information

- 1) Information is released from the Department on a continual basis. The Chief of Police, the Public Information Officer, or the Officer in Charge may disseminate this information
- 2) Press releases will be prepared concerning all specific occurrences which may include, but are not limited to:
 - a) Burglaries
 - b) Thefts - that are substantial.
 - c) Arrests - Large fights or several people arrested for same offense or serious offense.
 - d) Robberies
 - e) Assaults - when a complaint has to be filed or medical treatment is required.
 - f) Criminal Mischief - anything major, such as a number of tires slashed or large window broken at business building
 - g) Auto Accidents - all reports to be given with injuries or when a violation is made or a serious hit-and-run accident or when cars are heavily damaged.
 - h) Fires - get information from Chief or Officer in Charge, suspected arson, etc.
 - i) Special Events
 - j) Departmental Programs

Note: In some incidents, people who are robbed or assaulted may not want their names released. A news release can be made omitting the name of the victim.

- 3) The subject matter of all prepared press releases may include the following:
- 4) Basic description of the occurrence, situation, or charges.
- 5) Names of persons involved if they are not juveniles, their age, general residence, not including actual street address, employment, marital status, and other similar background information of the accused.
- 6) The circumstances immediately surrounding the arrest, whether a pursuit occurred (do not include details), possession and use of weapon(s), and a description of items seized at the time of arrest, such as illegal contraband.
- 7) The following information SHALL NOT be made public:
- 8) Names of juveniles, or those involved in Sexual Assault as a victim
- 9) Opinions or other statements as to the character, reputation, guilt, credibility, or innocence of the accused or persons involved, including witnesses or prospective witnesses.
- 10) Alleged admissions, confessions, or the content of statements of alibis attributed or attributable to the accused.
- 11) Reference to the performance or result of investigative procedures or tests such as fingerprints, polygraph examination, ballistic tests, or other laboratory tests, or to the refusal of the accused to take a test, except refusal to take a chemical test for alcohol impairment.
- 12) Information or speculation regarding the possibility of a plea of guilty to the offense charged, or to a lesser offense or other disposition of the charge or case.
- 13) Opinions concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at the trial.
- 14) Statements concerning physical or oral evidence (requests for any such information will be directed to the solicitor of the appropriate court). The identity, testimony, or credibility of prospective witnesses.
- 15) Any information, which would be known to be inadmissible in court.

- 16) Information received from other law enforcement agencies without their concurrence to release that information.
- 17) Mug shots of the accused.
- 18) Press releases shall be written on the official departmental release form and sent through the chain of command to the Public Information Officer.
- 19) The Crime Prevention/Community Relations Officer in a resource manual along with contact names and numbers lists Media recipients.
- 20) It is the policy of the Department to issue news releases to all press and media agencies that request information in an equal manner so as to eliminate allegations of favoritism and to develop communications and cooperation between agencies.
- 21) If the Department plans to contact the press, the Public Information Officer shall ensure that all agencies are contacted with the same information.
- 22) If the Department develops and issues identifying credentials to media representatives, criteria for issuing and revoking those credentials shall be established.
- 23) The Chief of Police or the Public Information Officer is responsible for allowing members of the press, regardless of their credentials, inside the outer perimeter of:
 - 24) Scenes of major fires, natural disasters, or other catastrophic events.
 - 25) Crime scenes.
- 26) When other agencies are involved (other law enforcement agencies, fire departments, county coroner's office, etc.), the Department will only release information to the media when the incident or circumstances occurred, or are alleged to have occurred, in the Township(s).
- 27) Whenever possible, the Chief of Police or Public Information Officer will solicit formal input from the media when developing or changing policies and procedures that directly relate to the media.

3: ORGANIZATION

3:1 GENERAL STRUCTURE

The Department shall consist of the Chief of Police and such one or more of the following elements as the Township Board of Supervisors may determine.

3:1.1. DIVISIONS, COMPRISED OF GENERALISTS AND/OR SPECIALISTS

- A. Administrative*
- B. Patrol/Traffic*
- C. Investigative*
- D. Community relations/crime prevention/juvenile*
- E. Temporary special assignments*

3:1.2. CIVILIAN EMPLOYEES

- A. Secretary*
- B. Office Staff*

3:1.3. OTHER EMPLOYEES AND/OR CONSULTANTS AS NEEDED AND APPOINTED

3:2. RANK STRUCTURE

Lines of authority within each division shall be based on rank, in the following descending order:

- Chief of Police
- Sergeant
- Patrol Officer

Officers of the same grade shall rank according to seniority, determined by time in rank. When two or more officers are appointed to the same grade on the same date, each shall rank according to position on the eligibility list from which he was appointed to that grade. In specific situations, when two officers

of the same grade are present, other factors may be used to designate the ranking officer, as determined by the Chief of Police. The Chief of Police may appoint rank above sergeant.

3:3. CHIEF OF POLICE

3:3.1. GENERAL DESCRIPTION

Under the administrative direction of the Board of Supervisors, this employee performs highly responsible work in the administration of the police department functions of the township. The work involves coordination and supervision of all police to the community. The Chief's work is reviewed through technical reports, conferences and through results obtained. The Chief exercises a great deal of independence and latitude in making decisions and exercising judgment.

3:3.2. ESSENTIAL DUTIES AND RESPONSIBILITIES

The Chief directs and coordinates through subordinate personnel, and through analysis of reports, all activities of the Police Department. He directs the activities of the Police Department management personnel by requiring oral and written reports on departmental activities and progress, capital and program needs, and operational concerns.

The Chief directs, reviews, and finalizes the preparation of the budget submission for the Police Department. He determines need for new equipment or manpower and makes recommendations to the Board of Supervisors through budget requests; determines the need for capital expenditures and makes recommendations through budget requests; directs the development of bid specifications for major expenditures and acquisitions. He possesses authority to cause purchases of equipment and supplies within department allocations and within applicable township rules and regulations.

The Chief appears before the Board of Supervisors upon request of the Board to present reports, explain departmental activities, plans and requests for material and equipment.

The Chief meets with local civic groups, homeowners, business groups and other related organizations to explain the goals, objectives and programs of the Police Department. He meets and cooperates with the media to release news of departmental activities and to provide information concerning specific crimes or crime figures.

The Chief actively participates in professional police organizations and maintains proficiency in law enforcement and support services methodology

and techniques through attendance at professional courses, seminars, and course work and through professional journals.

3:3.3. ADDITIONAL OR MARGINAL DUTIES AND RESPONSIBILITIES

The Chief performs all the essential functions of a police officer.

3:3.4. SUPERVISORY RESPONSIBILITIES

This is supervisory work directing the operations of the Police Department.

3:3.5. QUALIFICATION REQUIREMENTS (Subject to change by the Center township board of supervisors)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience:

Master of Science Degree, Bachelor's and/or Associate's Degree in Criminal Justice Administration or related field, ten years of responsible experience in law enforcement, three years of which must have been in administrative/supervisory law enforcement. Long-term applied experience may substitute for part of the academic requirement, or equivalent combination of education and experience.

B. Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Considerable knowledge of the English language, spelling, and punctuation.

Ability to express oneself clearly and concisely both orally and in written reports.

C. Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

D. Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

E. Certification, Licenses, Registrations:

Maintenance of ACT 120 certification.

Possess a valid Pennsylvania Driver's license.

F. Other Skills and Abilities:

Thorough knowledge of supervisory methods and techniques.

Knowledge of budgetary development, administration and control.

Knowledge of the principles, practices and techniques in modern law enforcement.

Knowledge of the community profile including special needs.

Knowledge of the use of computerized records and their application to the solution of public safety problems.

Knowledge of controlling laws and ordinances.

Ability to plan, assigns, coordinate and evaluate activities performed by the Police Department.

Ability to maintain an effective working relationship with other departments, the media, and the general public.

Ability to command respect of employees and to assign, direct and supervise their work.

Ability to efficiently operate computers, copiers, and telephones.

3:3.6. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is very physically demanding and strenuous work under unusual or potentially hazardous conditions. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations.

WORK ENVIRONMENT

The Work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work environment varies by shift. A balance of work is conducted indoors and out-doors. The employee is frequently exposed to wet and/or humid conditions that the employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders and stairways.

POLICE SERGEANT

3:4. POLICE SERGEANT

3:4.1. general description

The Police Sergeant exercises immediate supervision over a small group of police officers on an assigned shift, performs responsible investigative work, prevents the violation of statutes and ordinances, investigates and suppresses disturbances, investigates complaints in the protection of life and property throughout the Township, performs related work as required. A Police Sergeant may be assigned to law enforcement work, investigating crimes and performing related assignments in plain clothes. Work may involve the supervision of special units performed under supervision of a superior officer. Sergeants must exercise judgment in completing assignments and following procedures. Specific instructions are given when exceptional problems arise.

3:4.2. ESSENTIAL DUTIES AND RESPONSIBILITIES

The Sergeant is the shift supervisor, designated as a representative of the Chief of Police in shift operations. All Sergeants are to be consistent in their supervision and discipline recommendations.

The Sergeant shall seek to achieve the Department's goals through the performance of subordinate personnel, and perform the duties of a police officer, when necessary, for the protection of life and property.

The Sergeant shall provide subordinate personnel with instruction and coaching in the interpretation and implementation of Department policies, procedures, and directives.

At the beginning of each tour of duty, the Sergeant shall inspect the equipment and the general appearance of the individual officers and instruct them as to their assignments and details.

When any member or employee fails to report for duty or has reported late, the Sergeant shall ascertain the cause and take reasonable action consistent with circumstances and Departmental Orders and Policies.

The Sergeant shall keep written records of all operations during tour of duty.

The Sergeant shall be responsible for all property found or recovered until such time as it may be processed into the property room. Any property received shall be accompanied by an inventory report (see Appendix C), reviewed by the Sergeant to assure all items are accounted for.

The Sergeant shall insure that property taken from prisoners is inventoried and secured. Upon returning such property, the prisoner's signature shall be obtained acknowledging return of the property. When a discrepancy occurs in money or valuables, the Chief of Police shall be notified in writing of all circumstances surrounding the incident and investigative efforts initiated to resolve such discrepancy.

The Sergeant shall be responsible for the treatment received by prisoners, consistent with applicable Orders/Policies while in the custody of the Department. Under no circumstances shall unnecessary force be used in managing a prisoner or the violation of any rights afforded the individual. The Sergeant shall visit or cause to be visited all persons in custody at reasonable intervals during their tour of duty to assure their well-being. The Sergeant shall not permit the confinement of any sick or unconscious person and shall insure that they receive proper medical attention.

The Sergeant shall personally respond to emergencies and other unusual occurrences and take charge. When more than one incident occurs at the

same time. The Sergeant shall initiate such action as may be required to insure proper on-scene supervision and coordination will occur.

The Sergeant shall thoroughly assess and evaluate the qualifications and performance of the members and employees of the Department under their supervision. The Sergeant shall immediately and impartially report to the Chief of Police or other staff officer all cases of misconduct or neglect of duty observed or coming to their attention involving any employee of the Department.

The Sergeant shall perform routine patrol to keep informed of general conditions and supervise the activities of personnel assigned to the shift. The Chief of Police reserves the right to recommend a position above the rank of sergeant.

3:4.3. ADDITIONAL OR MARGINAL DUTIES AND RESPONSIBILITIES:

The Sergeant shall meet with various citizens' groups as directed by the Chief of Police.

The Sergeant shall perform all the essential functions of a police officer.

3:4.4. SUPERVISORY RESPONSIBILITIES

This is supervisory work directing the operations of Police Operations by maintaining oversight over the patrol officers and by assuming command of tours of duty.

3:4.5. QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience:

Associate Degree; High school degree/diploma and five years as a police officer within this Department; long-term applied experience or equivalent combination of education and experience may substitute for part of the academic requirement.

B. Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Considerable knowledge of the English language, spelling, and punctuation.

Ability to express oneself clearly and concisely both orally and in written reports.

C. Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

D. Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

E. Registrations, certificates, Licenses:

Maintenance of ACT 120 Certification.

Possess a valid Pennsylvania Driver's license.

F. Other Skills and Abilities:

Thorough knowledge of supervisory methods and techniques.

Maintains and displays a thorough knowledge of the application of criminal and applicable civil statutes and ordinances, including revisions and relevant court decisions affecting it.

Maintains an operational knowledge of all Department Orders, Policies and Procedures.

Operational knowledge of computers and processes such as word processors, spreadsheets and databases.

Must be a leader, coach, instructor and communicator. Should at all times strive to set oneself as an example to fellow officers in the areas of being professional, maintaining a positive attitude, and excellent work habits.

Ability to command respect of employees and to assign, direct and supervise their work.

Maintains a thorough knowledge in the application of Vehicle Laws and ordinances including revisions and relevant court decisions.

Develops and maintains driving skills in the operation of Department vehicles in emergency and non-emergency situations consistent with applicable law and Departmental policies, rules, regulations and/or orders.

Displays skills in preparing supervisory reports and communications relevant to work performed.

Exhibits calm and controlled composure in stress and non-stress encounters with subordinates, citizens and groups to resolve conflict and manage crisis.

Intervenes in civil conflicts, where appropriate, to maintain public order, making referrals as may be necessary and mediates disputes to prevent criminal acts when possible.

A good working knowledge of approved principles, techniques and practices of modern police work.

A working knowledge of the principles of criminal investigation, techniques of interview interrogation, and the identification and preservation of physical evidence.

A general knowledge of law enforcement from every level and specific knowledge of laws falling within the scope of the Police Department's operations.

Working knowledge of the geography of the Township(s).

The ability to supervise the work of subordinates effectively, to obtain facts by interrogation and interview, to analyze and appraise such facts, and to arrive at logical conclusions based upon the results of investigations.

Ability to be courteous and firm with the public.

The ability to perform all the essential job functions of a police officer.

Ability to establish effective working relationships with other employees and the general public.

Ability to perform physically demanding and strenuous tasks under unusual or potentially hazardous conditions.

Experience with automobiles, Acu-Trak Units, Enrad, two-way radios, and all police equipment currently in use by the Police Department.

3:4.6. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is very physically demanding and strenuous work under unusual or potentially hazardous conditions. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations.

3:4.7. WORK ENVIRONMENT

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work environment varies by shift. A balance of work is conducted indoors and outdoors. The employee is frequently exposed to wet and/or humid conditions. The employee must frequently visit and inspect facilities that are accessible only by uneven paths of travel, ladders and stairways. A large portion of the work will be performed from a police vehicle.

3:5. POLICE DETECTIVE/INVESTIGATOR

3:5.1. GENERAL DESCRIPTION

The Detective/Investigator will be an officer assigned to the investigative section of the Police Department. The Detective/Investigator will perform all duties of a police officer within the Police Department; in addition, he will

perform criminal investigations, crime scene processing, crime prevention duties and other work as required.

3:5.2. ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Detective/Investigator (D/I) works such hours and on such cases as may be assigned by the Chief.

The D/I is responsible for all the duties and responsibilities of a police officer for the Center Township Police Department.

The D/I conducts criminal investigations and preserves and processes crime scene as required.

The D/I assists patrol officers in performing follow up investigation by reviewing the case with them and supplying instruction and direction.

The D/I acts as the Department's liaison with the investigative units of surrounding police departments.

The D/I investigates complaints and interviews witnesses without delay and carefully ascertains all the facts and pertinent information concerning each case and obtains an accurate and complete description of property lost or stolen and persons missing or wanted.

The D/I obtains and serves warrants and subpoenas as necessary.

The D/I responds to back-up calls from patrol units.

The D/I is familiar with the appearance of known criminals, their hangouts, habits, associates, and modus operandi.

The D/I maintains a thorough knowledge of criminal law and the rules of evidence so that duties may be carried out in an efficient manner.

The D/I reports promptly to the Chief of Police any information obtained concerning crimes that have been committed or information, which may assist the Department in apprehending any criminal.

3:5.3. ADDITIONAL OR MARGINAL DUTIES AND RESPONSIBILITIES:

The D/I performs all the essential functions of a police officer.

3:5.4. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience:

Associate's Degree in Criminal Justice and/or related field, or thirty-five hours of college credit; and five years as a police officer within this Department; advanced training in investigative, interview and interrogation techniques; long-term applied experience or equivalent combination of education and experience may substitute for part of the academic requirement.

B. Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Considerable knowledge of the English language, spelling, and punctuation.

Ability to express oneself clearly and concisely both orally and in written reports.

C. Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

D. Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

E. Certificates, Registrations, Licenses:

Maintenance of ACT 120 Certification.

Possess a valid Pennsylvania Driver's License.

F. Other Skills and Abilities:

Ability to develop and maintain a thorough knowledge of Pennsylvania Criminal Law and Procedures.

Ability to develop and maintain, by virtue of training, such specialized skills as: crime scene processing, preservation of evidence, interviewing techniques, criminal investigation and crime prevention.

Ability to develop and maintain knowledge of fingerprint identification, photography and all other modern criminal identification and investigative techniques.

Ability to work with computers, copiers, and telephones.

3:5.5. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is very physically demanding and strenuous work under unusual or potentially hazardous conditions. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations.

3:5.6. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The location of work performed by the Detective/Investigator is varied and is based on the development of leads, thus the work is performed whenever and wherever the leads may direct the investigation. The employee is frequently exposed to wet and/or humid conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders and stairways.

3:6. COMMUNITY RELATIONS / CRIME PREVENTION / JUVENILE OFFICER (D.A.R.E.)

3:6.1. GENERAL DESCRIPTION:

The Community Relations/Crime Prevention/Juvenile Officer will perform all the duties of a police officer within the Police Department. In addition, he will formulate preventative and educational programs for the youth of the township(s), and will assist in the investigation of incidents involving juveniles and with the processing of those youths to juvenile court.

3:6.2. ESSENTIAL DUTIES AND RESPONSIBILITIES

Works such hours and on such cases as may be assigned by the Chief.

Responsible for all the duties and responsibilities of a police officer for the Center Township Police Department.

Responsible for developing programs for juveniles that will promote the safety of juveniles and at the same time inculcate the duties and responsibilities of a police officer so that relations between the Department and the youth of the community is based on trust.

Responsible for developing crime prevention and educational programs addressing the needs and concerns of the community.

The Juvenile Officer shall develop and maintain a thorough knowledge of the social agencies available to which families can be referred for assistance in resolving problems.

Assist in the development of policies and procedures for the Department's juvenile activities.

Capable of successfully completing grant applications. This includes determining budgets for the various programs for which grants are available, developing lesson plans and means of evaluating the success of the program, persuasive writing and presentation skills.

3:6.3. ADDITIONAL OR MARGINAL DUTIES AND RESPONSIBILITIES:

Perform all the essential job functions of a police officer.

3:6.4. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience:

Associate's Degree in Criminal Justice and/or related field, or thirty-five hours of college credit; and three years as a member of this Department; or equivalent combination of education and experience.

Successful completion of a Crime Prevention Officer Training Program.

B. Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Considerable knowledge of the English language, spelling, and punctuation.

Persuasive writing and speaking skills.

Ability to express oneself clearly and concisely both orally and in written reports.

C. Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

D. Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

E. Certificates, Registrations, Licenses:

Maintenance of ACT 120 Certification

Possess a valid Pennsylvania Driver's License

Certified as a D. A. R. E. Instructor

F. Other Skills and Abilities:

Ability to develop and maintain a thorough knowledge of Pennsylvania Criminal Law and Procedures.

Excellent rapport with children of all ages.

Specific skills and abilities for interviewing and interrogating juveniles.

Ability to work with a variety of groups concerned with the development of youth.

3:6.5. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is very physically demanding and strenuous work under unusual or potentially hazardous conditions. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations.

3:6.6. WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The location of work performed by the employee is varied and is based on the development of leads, thus the work is performed whenever and wherever the leads may direct the investigation. The employee is frequently exposed to wet and/or humid conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders and stairways.

3:7. POLICE OFFICER

3:7.1. GENERAL DESCRIPTION:

An employee in this position performs general police work in the protection of life and property throughout the municipality, appropriately addresses and prevents violations of statutes and ordinances, responds to and investigates complaints and suppresses disturbances.

The work consists of varied police assignments, generally relating to routine patrol. An officer, under normal conditions, is assigned to a specific patrol district.

The officer conducts investigations as directed by supervisors, performs routine preliminary investigations and miscellaneous duties in accordance with Department rules and regulations.

A police officer's work is performed under the supervision of the shift Sergeant, who regularly checks the work and gives specific instructions and assistance when special problems arise. However, a Police Officer is required to exercise initiative and discretion when faced with emergency situations.

IN the event a Police Sergeant or Chief of Police is not on duty, the senior most police officer (full-time) shall be in charge. In the event the Sergeant, Chief of Police or Senior Full-Time Officer is not on duty the senior most part-time Officer shall be in charge (by date of hire).

3:7.2. ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces state and local laws and ordinances and does so equally to all persons regardless of age, sex, race, etc.

Patrols an assigned area during a specific period.

Checks doors and windows and examines unoccupied buildings or residences in order to detect suspicious conditions.

Investigates suspicious persons, conditions and complaints and arrests persons who violate laws and ordinances.

Transports prisoners to headquarters and if necessary to various court proceedings and appears in court as the arresting officer.

Directs traffic and performs traffic enforcement, issuing citations or warnings to violators.

Responds to complaints, fires and or/accidents as directed, supplies all possible assistance to those in need and prepares all related reports from any investigations.

Maintains order in crowds, at parades and other public gatherings.

Constantly on alert observing everything that takes place within sight or hearing while on duty, including juvenile activity, stolen vehicles and wanted or missing persons.

Supplies general information on laws and ordinances to the public.

Assists stranded motorists.

Makes daily reports of all activities.

Shall complete follow-up investigation as assigned and submit all reports at the end of tour of duty.

Maintains and displays a thorough knowledge and application of criminal statutes, Motor Vehicle Codes and Ordinances including revisions and relevant court decisions effecting it.

Sufficiently familiar with civil law to know the limitations of police authority in civil matters.

Communicates effectively and professionally with citizens, Department personnel and employees and representatives of the Criminal Justice System.

Exhibits calm and controlled composure in stress and non-stress encounters with co-workers, citizens and groups to resolve conflict and manage crisis.

Maintains an operational knowledge of all Departmental Orders, Policies and Procedures.

Develops and maintains driving skills in the operation of Department vehicles in emergency and non-emergency situations consistent with applicable law and Departmental policies, rules, regulations and orders.

3:7.3. ADDITIONAL OR MARGINAL DUTIES AND RESPONSIBILITIES:

Assumes command of the shift when Sergeant is unavailable.

3:7.4. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience:

A diploma from an accredited high school or graduate equivalency diploma (GED). (Section A revised 11/15/00).

B. Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Considerable knowledge of the English language, spelling, and punctuation.

Ability to express oneself clearly and concisely both orally and in written reports.

C. Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

D. Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Good judgment and general intelligence.

Good powers of observation and memory.

E. Certificates, Registrations, Licenses:

Birth Certificate/Registration (must be at least 21 years of age).

Must be a United States citizen.

Maintenance of ACT 120 Certification.

Possess a valid Pennsylvania Driver's License. (Section E revised 11/15/00).

F. Other Skills and Abilities:

Ability to develop and maintain a thorough knowledge of Pennsylvania Criminal Law and Procedures.

Ability to be bonded with surety bond.

Ability to establish effective working relationships with other employees and the general public.

Knowledge of automobiles, Acu-Trak Units, two way radios, and all police equipment currently in use by the police department.

3:7.5. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is very physically demanding and strenuous work under unusual or potentially hazardous conditions. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations.

3:7.6. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The location of work performed by the employee is varied and is based on the development of leads; thus the work is performed whenever and wherever the leads may direct the investigation. The employee is frequently exposed to wet and/or humid conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders and stairways. Work is primarily performed from a police vehicle.

3:8. SECRETARY (POLICE COMMUNICATION OFFICER (PCO))

3:8.1. GENERAL DESCRIPTION

This is secretarial work of moderate complexity and high confidentiality. Employees serve as the Secretary to the Chief of Police. Work is performed with some guidance from administrative superiors (Chief of Police, Sergeant). The secretary will work with all levels of the police department.

3:8.2. ESSENTIAL DUTIES AND RESPONSIBILITIES

Be polite and courteous to all persons with whom he/she communicates with in person, phone or 2-way radio.

Handle confidential materials such as reports, scheduling, correspondence, memos, etc.

Use computer and software packages (Microsoft Word & Excel) to prepare reports, memos, letters, etc.

Prepare monthly reports.

Process as required incident reports, accident reports, citations, etc.

Check data entries daily to insure accuracy.

Order and distribute supplies.

Receive and process receipts from parking tags and accident reports.

3:8.3. ADDITIONAL OR MARGINAL DUTIES AND RESPONSIBILITIES

Perform duties of a receptionist - i.e., provide the public with information about services offered by the Township of Center.

Answer the phone and direct calls to various departments.

Process all outgoing mail.

3:8.4. QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

High school diploma or general education degree (GED); experience with computers, word-processing programs and spreadsheets; business school training course may be substituted for experience or any equivalent combination of training and experience.

B. Language Skills

Considerable knowledge of business English, spelling and punctuation.

C. Mathematical Skills

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

D. Other Skills and Abilities

In-depth knowledge of office practices, procedures and appliances.

Able to work independently on different or complex clerical tasks.

Able to maintain clerical records and to prepare accurate reports.

Able to exercise good judgment, courtesy and tact in receiving office calls and in making proper disposition of problems.

Establish and maintain effective working relationships with other employees and the general public.

Skill in the care and operation of typewriter and general office machines.

Experience with computers, copiers, typewriters, and postal machine.

3:8.5. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3:9. SCHOOL CROSSING GUARD (CURRENTLY SUSPENDED)

3:9.1. GENERAL DESCRIPTION:

This employee serves for a full school year as a school crossing guard. A school guard is responsible for directing traffic at an assigned post on specified days and hours in order to afford maximum protection to children going to and returning from school. Work is performed under the supervision

of the Chief of Police. Assignments are limited in nature and are performed in accordance with detailed instructions.

3:9.2. ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs and controls the movement of school children across streets at an assigned post.

Coordinates the movement of traffic with the flow of school age pedestrians.

Uses a whistle and acceptable hand signals to indicate the appropriate time for students or traffic to move.

Determines traffic movements when signals are not operating and remains alert to prevent children from attempting to cross when traffic is moving.

3:9.3. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

A. Education and/or Experience:

High school graduate or equivalent.

B. Language Skills:

Ability to orally control the movement of pedestrians and vehicles.

D. Reasoning Ability:

Ability to distinguish between safe and unsafe crossing times.

E. Other Skills and Abilities:

Ability to satisfactorily complete a prescribed course of training.

3:9.4. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

3:9.5. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The location of work performed by the Guard is mostly outside in all weather conditions.

The school crossing location assigned.

4: POLICY REGULATING CONDUCT

4:1. PURPOSE

The purpose of these regulations is to provide a basis for the orderly and disciplined performance of duty. Their publication will promote a surer knowledge of what is expected of personnel generally, and of all ranks and assignments specifically. This should result in a greater degree of self-assurance in all positions. In relationships between the ranks, it should be our individual aim to build continuously mutual respect and confidence, which is so essential to our type of operation.

4:2. LOYALTY

Loyalty to the Township, the department and to associates is an important factor in departmental morale and efficiency. Members and employees shall maintain a loyalty to the Township, to the department and to their associates as is consistent with law and personal ethics and professional standards.

4:3. GENERAL RESPONSIBILITIES

Within their lawful jurisdiction members shall at all times take appropriate action to: protect life and property, preserve the peace, prevent crime, and detect and arrest violators of the law. They will also enforce all federal, state, and Township laws and ordinances coming within departmental jurisdiction.

4:4. DEPARTMENT

Employees whether on-duty or off-duty, shall be governed by the ordinary and reasonable rules of good conduct and behavior and shall not commit any act tending to bring reproach or discredit upon the department.

4:5. COORDINATION

In carrying out the functions of the department, members shall direct and coordinate their efforts in such manner as will tend to establish and maintain the highest standards of efficiency.

4:6. COOPERATION BETWEEN THE RANKS

Cooperation between the ranks of the department is essential to effective law enforcement. Therefore, all members are strictly charged with establishing and maintaining a high spirit of cooperation within the department.

4:7. COOPERATION WITH OTHER AGENCIES

Officers shall cooperate with all law enforcement agencies, other police departments, and public service organizations and shall give aid and information as such organizations may be entitled to receive, consistent with department orders.

4:8. CONDUCT TOWARD THE PUBLIC

Members and employees shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, not using harsh, violent, profane, or insolent language and always remain calm regardless of provocation to do otherwise. Upon request, they are required to supply their names, in a gentlemanly manner. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other units or members of the department.

4:9. KNOWLEDGE OF LAWS AND REGULATIONS

Every member is required to establish and maintain a working knowledge of all federal, state, and municipal laws and ordinances currently in force, the rules and policies of the department and the General and Special Orders of the Department. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule, or policy in question.

4:10. QUESTIONS REGARDING ASSIGNMENT

Members and employees in doubt as to the nature or details of their assignment shall seek such information from the Officer in Charge of the shift.

4:11. REPORTING FOR DUTY

Members of the Department shall be punctual in reporting for duty at the time and place designated by the schedule. Repeated failure to report promptly at the time directed will be deemed *neglect of duty* and made the subject of charges. Sickness or illness must be reported by a member to the Officer in Charge at least four hours prior to the time he is due to report for duty. He will advise the Officer in Charge as to why he is reporting off, such as illness, death in the family, emergency, etc. He will be required to justify as to why he is reporting off. He will not be permitted to report off to the Police Center dispatcher. Once having reported off sick, the member shall keep the department advised as to his status and expected return to duty. After 3 consecutive days of reporting off for an illness, a Doctor's return to work note is required.

4:12. MAINTAINING OF COMMUNICATIONS

Officers on duty or when officially on call shall be directly available by normal communication or shall keep the Chief of Police informed of the means by which they may be reached when not immediately available.

4:13. ABSENCE FROM DUTY

Every member or employee who fails to appear for duty at the date, time, and place specified for so doing without the consent of the Chief of Police is "absent without leave." Such absences within the period must be reported in writing to the Chief of Police.

4:14. INSPECTIONS

From time to time the Chief of Police may call for full dress inspections for the Department or any part thereof. Members directed to attend such inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection is chargeable as "absence without leave."

4:15. PHYSICAL FITNESS

All members of the Department shall maintain good physical condition so they can handle the strenuous physical contacts often required of a law enforcement officer.

4:16. MEALS

If time allows, each officer is permitted a 30-minute lunch period and two 15-minute breaks during their tour of duty, to be taken as assigned by the shift sergeant or ranking officer. The shift supervisor shall coordinate these breaks so that adequate manpower needs are met. Officers taking a break will monitor radio transmissions and be capable of responding to an emergency. No more than two officers shall be permitted to suspend patrol or other assigned activity at the same time.

4:17. LOITERING

Officers shall not loiter in cafes, drive-ins, service stations or other public places except for the purpose of transacting police business or to take regular meals as provided for in Department Orders. Officers shall not loiter in the police department offices except while actually transacting police business.

4:18. SLEEPING ON DUTY

Officers shall not sleep on duty.

4:19. NEGLECT OF DUTY

Officers shall not read, play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be required in the performance of duty. They shall not engage in any activities or personal business, which would cause them to neglect or be inattentive to duty.

4:20. SHOPPING IN UNIFORMS

Officers in uniform, on- or off-duty, shall not shop extensively or carry large quantities of merchandise, unless directly connected with their normal police activity or required in the line of duty.

4:21. INTOXICANTS

No officer in uniform shall drink any alcoholic beverage. No officer in plain clothes shall drink any alcoholic beverage while on duty, except when necessary in the performance of duty. No officer off-duty and in uniform, or in any part of his uniform dress, shall drink any alcoholic beverage in public view or in a public place, accessible to the public. No officer while off-duty shall drink an alcoholic beverage to an extent, which results in the commission of an obnoxious, or offensive act which might tend to bring discredit upon the Department. No member of the Department will appear for or be on-duty while under the influence of liquor or drugs or be unfit for duty because of their excessive use. No use of intoxicants 8 Hrs prior to reporting for work.

4:22. INTOXICANTS ON DEPARTMENTAL PREMISES

Members and employees shall not bring into or keep any intoxicating liquor on Departmental premises except when necessary in the performance of a police task.

4:23. POSSESSION AND USE OF DRUGS

Officers shall not possess or use any controlled substances, narcotics or hallucinogens except when prescribed in the treatment of officers by a physician or dentist. When controlled substances, narcotics or hallucinogens are prescribed, officers shall notify the Chief of Police.

4:24. POSSESSION OF KEYS

No member, unless authorized by the Chief of Police, shall possess keys to any premises on or near his beat.

4:25. DEPARTMENTAL KEYS

Employees shall obtain permission from the Chief of Police before having duplicates made of any Departmental key, or before lending or furnishing Departmental keys to any persons not employed by the Department.

4:26. TOBACCO

Officers in uniform when out of the cruiser shall not use tobacco in the general public. Officers are prohibited from using tobacco in the patrol units at all times. Any member of the Department under conditions shall not indulge in tobacco use, which may be harmful to good conduct or procedure. No officer permitted to smoke tobacco inside the township building or any township vehicle.

4:27. IMPARTIAL ATTITUDE

All members while charged with vigorous and unrelenting enforcement of the law must remain completely impartial toward all persons coming to the attention of the Department. Violations of the law are not against the individual officer. All citizens are guaranteed equal protection under the law.

4:28. NON-DISCRIMINATION

Members will not discriminate against any person because of their nationality, color, creed, or beliefs. (See Hate Crime Policy.)

4:29. RESPONDING TO CALLS

Members of the Department shall respond without delay to all calls for police assistance from citizens or other members. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws. Failure to answer a call for police assistance promptly is justification for misconduct charges. (See Emergency Vehicular Warning Devices Policy.)

4:30. IMMEDIATE ACTION

Except where circumstances make it necessary for members to report a matter or refer a complaint to a more suitable member or agency, members shall be attentive to take suitable action on reports and complaints by a private person. Proper requests for information or assistance shall be fulfilled and members shall aid the person in otherwise obtaining the requested information or assistance.

4:31. REFERRALS TO TOWNSHIP SUPERVISOR MEMBERS

No member shall refer any citizen to the Township Supervisors. If the member cannot handle the request, it shall be referred to the Chief of Police.

4:32. CONTACTING TOWNSHIP SUPERVISORS

No member shall contact Township supervisors on police problems except by permission of the Chief of Police. Any member contacted by the Township Supervisor shall immediately notify the Chief of Police of the incident and all details involved.

4:33. PERSONAL PREFERMENT

No member may seek the influence or intervention of any person outside the Department for the purpose of personal preferment, advantage, or advancement.

4:34. CARE OF DEPARTMENTAL PROPERTY

All members are responsible for the safekeeping and proper care of all property used by them and belonging to the Department. Property shall only be used for official purposes and in the capacity for which it was designed. It shall not be transferred to any other member without the explicit permission of the Chief of Police.

4:35. DEPARTMENTAL VEHICULAR USE

Members shall not use any departmental vehicle without the permission of the Chief of Police. Departmental vehicles shall never be used for personal business or pleasure.

4:36. DAMAGED OR INOPERATIVE PROPERTY OR EQUIPMENT

Members and employees shall immediately report to the Chief of Police, on designated form (To/From letter), the loss of or damage to departmental property assigned to or used by them. The officer in charge of the shift will be notified of the defects or hazardous conditions existing in any department equipment or property.

4:37. PRESUMPTION OF RESPONSIBILITY

In the event the township property is found bearing evidence of damage which has not been reported, it shall be *prima facie* evidence that the last person using the property or vehicle was responsible.

4:38. COURT APPEARANCE

Attendance at a court, or quasi-judicial hearing as required by subpoena or hearing notice is an official duty assignment. Permission to omit this duty must be obtained from the Chief of Police. When appearing in court either the official uniform, suit and tie, or dress clothing will be worn. Weapons will not be displayed unless wearing the uniform. Members shall present a neat and clean appearance avoiding any mannerism, which might imply disrespect to the court.

Members are required to appear at the following proceedings:

- Preliminary Hearings
- Suppression Hearings
- Trial
- Magistrate Hearings

Members are not to appear at the following proceedings unless directed to appear (subpoena) by the District Attorney or an assistant District Attorney.

- Judicial Pre-Trials
- Non-judicial Pre-Trials
- Pleas and ARD's
- Sentencing
- Bond Hearings

4:39. GIFTS, GRATUITIES, FEES, REWARDS, LOANS, AND SOLICITING

Members and employees shall not under any circumstances solicit any gift, gratuity, loan or fee where there is any direct or indirect connection between the solicitation and their Departmental membership or employment.

4:40. ACCEPTANCE OF GIFTS, GRATUITIES, FEES, AND LOANS

Members and employees shall not accept either directly or indirectly any gift, gratuity, loan, fee or any other thing of value arising from or offered because of the police employment or any activity connected with said employment. Members and employees shall not accept any gift, gratuity, loan, fee, or other thing of value, the acceptance of which might tend to influence directly or indirectly the actions of said members or employees or any member or

employee in any matter of police business, or which might tend to cast adverse reflection on the Department or any member or employee thereof.

4:40.1. SOLICITATION OF SPECIAL PRIVILEGES

No officer shall use his badge, uniform, identification card, or official position to solicit special privileges for him or others. An officer may use his badge or other official credential to obtain admission to any public gathering when such use is in furtherance of official duty.

4:40.2. GRATUITIES AND REWARDS

Members of the Department individually and collectively, shall not solicit rewards for performance of duties nor seek, nor ask for, nor accept gratuities or gifts of any kind.

4:40.3. REWARDS

Members and employees shall not accept any gift, gratuity or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business or agency except lawful salary.

4:40.4. ACCEPTANCE OF FEES, COMPENSATION

No member of the Department shall accept any fees or compensation of any kind from any persons, agency, courts, court officials, District Justice, or any others except such fees and compensation as are specifically provided and authorized by law.

4:40.5. DISPOSITION OF UNAUTHORIZED GIFTS, GRATUITIES

Any unauthorized gift, gratuity, loan, fee, reward, or other thing falling into any of these categories coming into the possession of any member or employee shall be forwarded to the office of the Chief of Police together with a written report (To/From letter) explaining the circumstances connected therewith.

4:41. OTHER TRANSACTIONS

Every member and employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his attention or which arose out of his Departmental employment except as may be officially authorized by the Chief of Police.

4:42. PROPERTY, PERSONAL USE

Members shall not convert to their own use or have any claims on any found property, recovered property, or property held as evidence.

4:43. CONTRIBUTIONS

Members shall not collect or receive any money or other thing of value nor shall they circulate subscription papers, sell tickets of any kind or collect money from any person, for any purpose without the express and individual written permission of the Chief of Police.

4:44. OFF-DUTY REPORTING IN EMERGENCIES

Member's off-duty shall, upon official notice, report for duty immediately upon receipt of notification and comply with instructions given at the time of notification. Members shall report immediately in the event of any major disaster.

4:45. OFF-DUTY SERVICE

Member's off-duty shall perform necessary police service whenever and wherever they are aware of a criminal offense, excluding minor traffic incidents. (See Off Duty: Power of Arrest Policy.)

4:46. OFF-DUTY NEIGHBORHOOD DISPUTES

Members shall not intentionally become involved in neighborhood quarrels or disputes when off-duty. Disinterested persons or on-duty officers should handle these disputes.

4:47. PUBLIC STATEMENTS AND APPEARANCES

Officers shall not publicly criticize or ridicule the Department, its policies or other officers by speech, writing or other expression where such speech, writing or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline or is made with reckless disregard for truth or falsity.

Officers shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department, while holding themselves out as representing the Department in such matters, without proper authority. Officers may lecture on "police" or other related subjects only with the prior approval of the Chief of Police.

4:48. FALSE OFFICIAL REPORTS

No officer or member shall make a false official report, or make a false statement or gossip about any officer or member of the Department, or the business of the Department, to the detriment of any such officer or member of the Department, or the Department as a whole.

4:49. ASSISTANCE TO OTHER MEMBERS

All members are required to take appropriate police action towards aiding a fellow officer exposed to danger or in a situation where danger might be impending.

4:50. CITIZENS IN POLICE CARS

No person will be allowed to ride in the police cruisers, except members of the Department, individuals being detained or transported in the course of law enforcement work, or others specifically approved by the Chief of Police.

4:51. PERSONAL ADVERTISING

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.

4:52. DEVOTION TO POLICE BUSINESS

Each officer and member of the Department shall devote his whole time and attention and shall give his undivided loyalty to the services of the Department and is expressly prohibited from following any other calling, or being engaged in any other business, unless he obtains the permission of the Chief of Police. Although certain hours are allotted for the performance of regular tours of duty, officers must act promptly at any time their services are required. Any request for outside employment will be submitted to the Chief of Police. (See Secondary Employment Policy and Appendix C)

4:53. SPECIAL POLICE WORK

No member shall engage in private or special police work for any cafe, dance hall or other similar type of establishment or concern unless he has received specific permission to do so from the Chief of Police.

4:54. UNNECESSARY INTERFERENCE, PRIVATE BUSINESS

Officers shall not interfere unnecessarily with the lawful business of any person.

4:55. CIVIL ACTIONS

Employees shall not institute any civil action arising out of their official duties without first notifying the Chief of Police. 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.

4:56. PAYMENTS FOR LINE OF DUTY INJURY

Employees or members shall not accept or agree to accept anything for personal injury incurred in the line of duty without first notifying the Chief of Police.

4:57. CIVIL DISPUTES

Members shall avoid entering into civil disputes particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in all such cases.

4:58. TESTIFYING FOR THE DEFENDANT

Any member or employee subpoenaed to testify for the defense in any trial or hearing or against the Township or Department in any hearing or trial shall notify the Chief of Police upon receipt of the subpoena.

4:59. CHANGE OF ADDRESS

Members shall notify the Department within 24 hours of change of address or telephone number. This notification will be in written form to the Chief of Police.

4:60. TELEPHONE

All members of the Department shall maintain a telephone in their residence.

4:61. BUSINESS CARDS

Members of this department shall not utilize any business or personal card or other form of communication or inscribe thereon any message, which purports to grant the bearer any special privileges not enjoyed by all citizens.

4:62. RESPECT TO SUPERIORS

Every member shall accord respect to his superior or supervisor at all times and shall refrain from critical or derogatory comment on orders received from or issued by him.

4:63. ADDRESSING SUPERIORS

When addressing superior officers, members shall observe a respectful attitude and use proper title, particularly in the presence of the public.

4:64. INFORMING SUPERIORS

Members shall inform superiors of any matter coming to their attention, which may affect the welfare or be of interest to the Department or any other Township service.

4:65. CRITICISM OF ORDERS

Members and employees shall not publicly criticize instructions or orders they have received.

4:66. INSUBORDINATION

All members shall promptly obey any lawful order emanating from any superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank. (Obedience to an unlawful order is never a defense for an unlawful action.)

4:67. CONFLICTING ORDERS

Should any order conflict with any previous order from any other superior officer, the member shall promptly and respectfully call attention to such conflict or order for the benefit of said superior officer. If said superior officer does not change his order to obviate such conflicts, his order shall stand.

4:68. UNLAWFUL ORDERS

No supervisory officer shall knowingly issue any order, which is in violation of any lawful ordinance or Departmental order or rule.

4:69. REPORTING VIOLATIONS OF LAWS, ORDINANCES, RULES, ORDERS

Members and employees knowing of other members or employees violating laws, ordinances, rules of the Department, or disobeying orders, shall report it in writing to the Chief of Police. If the member or employee believes the information is of such gravity, it must be brought to the immediate personal attention of the Chief of Police.

4:70. ACTING SUPERIORS

A member temporarily filling the position of a superior, in an acting capacity, shall be vested with all the authority and responsibility of the superior.

4:71. FORWARDING COMMUNICATIONS TO HIGHER COMMAND

Any member or employee receiving a written communication for transmission to a higher command shall in every case forward such communication from a subordinate directed to a higher command.

4:72. OFFICER IN CHARGE

At the scene of any occurrence, when a superior officer is not present, the officer assigned to that particular beat will be in charge. In his absence and in the absence of any superior officer, the ranking patrol officer shall be in charge. (See Patrol Policy).

4:73. GENERAL RESPONSIBILITY OF MEMBERS AT A CRIME SCENE

The first member to arrive at the scene of a crime or other police incident is responsible for the following actions as they may apply to the situation. Summoning of medical assistance and the administration of first aid as required to prevent further injury or loss of life; arrest of the violator; security of the scene.

4:74. GRIEVANCES

Any member who feels that he has been injured, or discredited by a superior officer through unreasonable, unjust, arbitrary, or tyrannical conduct, or abusive language shall reduce his grievance to writing and direct it to the Chief of Police. (See Article 1. Grievance Procedure -Agreement Between The Township of Center and The Center Township Police Officers.

4:75. RADIO DISCIPLINE

All members of the Department operating the police radio either from a mobile unit or in the communication center shall strictly observe regulations for such operations as set forth in Departmental orders and by the Federal Communications Commission.

4:76. THE DISPATCHER

Members shall always inform the radio dispatcher of their status. Call out when they arrive at the location of a call received. Clear on this call when they are finished. Members shall call on duty using the telephone, not by way of the radio in the cruiser.

4:77. "GOING OFF THE AIR"

All members will advise the communications center when they depart from their mobile unit. This dispatch should indicate their location and reason for "going off the air."

4:78. AVAILABILITY WHEN ON DUTY

Members on duty shall not conceal themselves except for some police purpose. They shall be immediately and readily available to the public during duty hours.

4:79. REQUIRED DUTY

Employees on duty shall devote their entire time and energies to the duties and responsibilities of the rank, grade, or position to which they are assigned.

4:80. ORDERS

Any order posted on the bulletin boards of the Department over the signature of the Chief of Police shall have the same effect as, and be construed as a part of, these rules and regulations.

4:81. MARKING OR DEFACING NOTICES

Members or employees of the Department shall not mark, alter, or deface any printed or written notices relating to police or to other Township business. All notices of a derogatory character related to official transactions with the Department or the Township or regarding any unit or person are prohibited.

4:82. BULLETIN INFORMATION

Members shall acquaint themselves, daily when on duty and immediately upon returning to work after days off or other absence, with information on the bulletin board as well as other departmental orders and publications as well as any electronic bulletins via departmental software.

4:83. OFFICIAL BUSINESS

All members shall treat as confidential the business of the Department. They shall give such information only to those authorized to receive it.

4:84. DIVULGING CRIMINAL RECORDS

Contents of any criminal record or report filed in the police department shall not be exhibited or divulged to any person other than during the process of an investigation or to another duly authorized law enforcement officer or under due process of law, except as directed by the Chief of Police.

4:85. ASSISTING CRIMINALS

Members and employees shall not communicate in any manner directly or indirectly any information which might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity or money, merchandise or property unlawfully obtained.

4:86. COMPROMISING CRIMINAL CASES

Members and employees shall not interfere with the proper administration of criminal justice. They shall not attempt to interrupt legal process except where a manifest injustice might otherwise occur, nor participate in, or be concerned with any activity, which might interfere with the process of law. Except in the interest of justice, they shall not attempt to have any traffic citations to appear reduced, voided, or stricken from the records or files. Any member having knowledge of such action and failing to inform the Chief of Police thereof shall be subject to charges.

4:87. WITHHOLDING CRIMINAL INFORMATION

Officers receiving or possessing facts or information relative to a criminal offense or case shall not retain such facts or information through ulterior motives, desire for personal credit, or aggrandizement, but shall report the facts or information in accordance with Departmental procedure.

4:88. FALSE REPORTS OR ENTRIES

No member of the Department shall make false official reports or knowingly enter or cause to enter in any Department book, record, or reports, any inaccurate, false, or improper police information or other material matter.

4:89. TRUTHFULNESS

Members and employees are required to be truthful at all times whether under oath or not.

4:90. DEPARTMENTAL CORRESPONDENCE

A member of the Department shall not forward correspondence, of a Departmental nature, over a signature other than that of the Chief of Police.

4:91. DEPARTMENTAL INVESTIGATIONS-TESTIFYING

Members or employees are required to answer questions by, or render material and relevant statements to, a competent authority in a Departmental personnel investigation when so directed.

4:92. USE OF POLYGRAPH, MEDICAL EXAMINATIONS, PHOTOGRAPHS AND LINEUPS

Upon the order of the Chief of Police, officers shall submit to polygraph examinations when the examinations are specifically directed and narrowly related to a particular internal investigation being conducted by the Department. Whenever a complaint from a citizen is the basis for this investigation, the matter is non-criminal, and no corroborating information has

been discovered, officers shall not be required to submit to polygraph examinations unless the citizen also submits to a polygraph examination which is specifically directed and narrowly related to the complaint.

Upon the order of the Chief of Police, officers shall submit financial disclosure statements in accordance with Departmental procedures in connection with a complaint in which this information is material to the investigation, as required by law.

4:93. DISCHARGING OF FIREARMS

(See Chapter Nine: Deadly and Non-Deadly Use of Force)

4:94. REPORTING OF DISCHARGING

(See Chapter Nine: Reporting Use of Force)

4:95. DISPLAY OF FIREARMS

Members shall never display firearms unnecessarily or draw them in public places except for inspection or official use. Members are required to report any deliberate or accidental discharging of firearms in the form of a written report (see Appendix C).

4:96. DISPLAY OF FIREARMS, LINE OF DUTY ONLY

Side arms are never to be displayed or taken from holsters in public except in the line of duty. Members are specifically warned against any “dry-firing” of weapons at any other place besides a pistol range.

4:97. REGISTERING FIREARMS

All members shall register all their duty firearms, handcuffs, and any other equipment with serial numbers. Such information shall be given in writing to the Chief of Police.

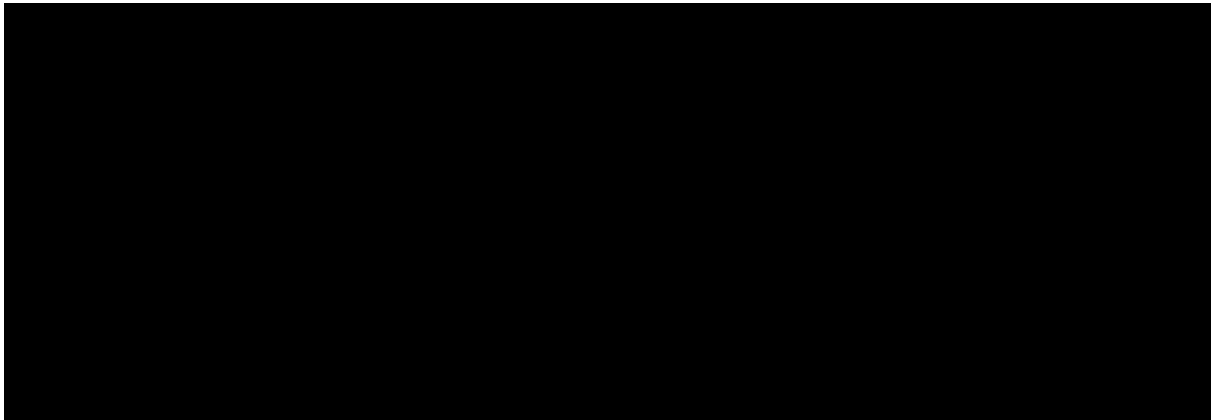
4:98. MANUAL MAINTENANCE

All members and employees issued Departmental manuals are responsible for their maintenance and will make appropriate changes or inserts as directed.

4:99. ARREST

In making arrest, members shall strictly observe the laws of arrest and the following procedures will be followed: Only necessary restraint to assure safe custody and the safety of the officer shall be employed. The arresting officer is responsible for the safety and protection of the arrested person while in his

custody. He shall notify the transporting officers of any injury, apparent illness, or other condition, which indicates the arrested person may need special care.



4:101. CUSTODY OF PRISONERS

Members charged with the custody of prisoners shall observe all laws and Departmental orders regarding this activity. Prisoners shall be kept securely, treated firmly and humanely, and shall not be subjected to unnecessary restraint (see Prisoner Search and Escort Policy.)

4:102. PRISONERS OR SUSPECTS, SAFEGUARDING

Officers shall be cautious in the arrest and detention of prisoners or suspects and shall take all necessary precautions to prevent an escape, or the carrying of weapons on the prisoner's person after arrest, or injury to themselves or any other person, or damage to property.

4:103. PRISONERS OR SUSPECTS, AVAILABILITY OF WEAPONS

Officers shall not place weapons or objects adaptable for use as weapons and capable of inflicting serious bodily injury, or permit such weapons or objects to remain unattended, in any location in the police quarters normally accessible to a prisoner or suspect. This regulation does not apply to fixtures or furnishings, which are part of the physical plant.

4:104. PRISONER'S PROPERTY

The arresting officer is responsible for the security of the personal property in the possession of the arrested person or under his control at the time of the arrest. He shall see that such properties are safely stored until they can be returned to the arrested person (see Chapter Seven: Lock-up and Prisoner Detention, see Appendix C).

4:105. TRANSPORTATION OF PRISONERS

When transporting prisoners they shall be handcuffed from behind. The only exception to this rule being when the health or other physical condition of the prisoner does not permit it (see Transportation of Prisoners Policy.)

4:106. FEMALE PRISONERS

Female prisoners or suspects shall be touched only as necessary in taking them into custody and determining that weapons are not being concealed. This order should not be construed as to prevent male officers from making necessary searches of female prisoners for evidence on felony cases when women officers or matrons are not present.

4:107. ATTORNEYS & BONDSMEN

No member of the Department shall in the line of duty; either directly or indirectly, recommends the employment of any person as attorney or council. No member shall suggest or recommend the name of any bondsman to any prisoner or suspect. No member shall post bond for persons under arrest, except members of his immediate family.

4:108. TRANSACTION WITH PRISONERS

Members shall not do business with or engage in any business transactions with any prisoners.

4:109. CONCERNING POLITICAL RIGHTS

The right of every officer or member of the Department to entertain political or partisan opinion, or the right of the elective franchise, will be deemed sacred and inviolate. But no officer or member of the Department will be permitted to be a delegate, or representative to, or member of, any political, or partisan convention, whose purpose is nomination of any candidate, or candidates, to any political office. Neither shall any officer or member of the Department act as clerk or judge of a primary or general election. No police officer shall serve as an election official, nor shall he engage in any political activity, other than to vote, in behalf, or in opposition to, any candidate, political party or public issue involved in any election. Violations of this section shall vacate appointments of any member of the Department. Any officer or member announcing himself a candidate for any elective office by the people shall, immediately upon such announcement, resign from the Department. It shall be the duty of the Chief of Police, upon hearing that an officer or member of the Department is mentioned for an office, to require such officer or member to declare his intentions.

4:110. REPORTING

Members and employees shall promptly submit such reports as are required by the performance of their duties to the Chief of Police.

4:111. PAYMENT OF DEBTS

Members shall so arrange their personal financial affairs so that creditors and collection agencies will not have to make use of the Department for the purpose of making collections.

4:112. ABSENCE FROM DUTY

No officer or member of the Department shall be absent from his regular tour of duty without permission of the Officer in Charge of the shift or the Chief of Police.

4:113. DAYS OFF

All Full Time officers shall be entitled to two days off as designated by the schedule or scheduled "long weekend". Subject to The Chief of Police's right to schedule department members for overtime and subject to any prevailing collective bargaining agreement.

4:114. VACATION

All Full Time officers shall follow the contract as designated under the collective bargaining unit in reference to allowed vacation time.

4:115. EMERGENCY DUTY

All officers and members of the department when on vacation or regular day off are subject to re-call to duty by the Chief of Police in the event of an emergency, which by its nature, would necessitate the need for such officers and members.

4:116. ILLNESS OR DEATH OF FAMILY MEMBERS

All officers and members of the department may use sick leave, as per agreement with the Township, upon approval of the responsible administrative officer, for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees and to illness or death in the officer's or member's immediate family.

4:117. CERTIFICATE FROM PHYSICIAN FOR ILLNESS

In case of absence from duty of any officer or member on account of sickness for a period in excess of three days, a certificate from the attending physician

stating when he was called to attend the case, the cause of sickness, number of visits since last report if the patient is still off-duty, and if not, when the patient was discharged, must be forwarded promptly to the Chief of Police.

4:118. UNEXPLAINED ABSENCE

Unexplained absence of two days or more of any officer or member of the Department shall be deemed, and held to be, a resignation by such officer or member and accepted as such by the Chief of Police.

4:119. INJURY IN THE LINE OF DUTY

In the case of personal injury sustained by an officer or member of the Department while in the performance of his duty, he shall immediately, or as soon thereafter as is possible, submit a typewritten report (in the police report), or cause to be reported, such injury to the Chief of Police who will investigate and forward a report to the Township Supervisors.

4:120. SUSPENSION, REMOVAL OR REDUCTION IN RANK OF POLICE OFFICERS

4:121. OATH OF OFFICE

Members will subscribe to the Township Oath of Office.

4:122. CHAIN-OF-COMMAND

The chain-of command shall be maintained in all situations unless otherwise stated herein from patrol officer to Patrol Officer, Patrol Sergeant, to Chief of Police. DISCIPLINE, COMMENDATIONS AND AWARDS

5: DISCIPLINE, COMMENDATIONS AND AWARDS

5:1. INTERNAL DISCIPLINE-GENERAL POLICY AND PROCEDURES

5:1.1. DEFINITION OF TERMS

The terms “discipline” and internal discipline” refer to the conduct of members of the Department. Civilian employees are subject to the Personal Rules and Regulations of the township.

5:1.2. BASIS FOR DISCIPLINARY ACTION

All Department members are responsible for upholding their trust by dutiful and proper conduct, by observance of national, state and Township laws and ordinances and by compliance with the regulations of this Department and lawful orders of a superior officer. Any member, regardless of rank, who violates these requirements, is subject to disciplinary action according to the nature of the case, subject to appeal.

5:1.3. BASIS NOT LIMITED

Existence of facts establishing a violation of a law, ordinance, rule or order is all that is necessary to support an allegation of a violation as a basis for disciplinary action; that is, an alleged illegal act, act of misconduct, neglected dutiful act or other offense which does not specifically appear in this Manual, in a Department order, or in laws and ordinances within the cognizance of the Department, may nevertheless constitute a violation. Thus police officers must exercise judgment in their actions.

5:1.4. PENALTIES

The term “disciplinary action” refers to the assessing of penalties for violation of Departmental and legal requirements. Progressive discipline will be administered except in severe violations that require suspension or dismissal; which may be brought in their discretion by the Chief of Police and/or Township Board of Supervisors. One or more of the following penalties may be assessed against any member of the Department as disciplinary action.

- Oral reprimand
- Written reprimand
- Probationary period and extension thereof
- Suspension without pay
- Reduction in rank

- Removal from the Department

5:1.5. AUTHORITY TO DISCIPLINE

Within the limitations set forth in the Township Code, Township ordinances, disciplinary authority and responsibility rest with the Chief of Police and Board of Supervisors.. Except for oral and written reprimands made by the Chief of Police, emergency suspensions, disposition of complaints after due investigation and any resulting disciplinary action, must be taken Board of Supervisors, and or by the township supervisors subject to laws the Second Class Township Code Service Rules and Regulations set forth in the Township Code, Township Ordinances, and Township Resolutions.

5:2. COMPLAINTS

5:2.1. SOURCES OF AND RESPONSE TO COMPLAINTS

Complaints regarding the conduct of a member or employee may arise from inside the Department or from the public. Every such allegation shall be investigated and the accused informed of the charges against him and his rights connected therewith.

5:2.2. SUCCESSIVE ADVISORIES

The Chief will see that every person making a complaint alleging police misconduct receives verification that it is being pursued by the Department, (see Appendix C: "Citizen Complaint Acknowledgment") with a general description of the investigative procedure and appeal provisions. The Chief will also see that the person who made the complaint is notified of its final disposition, (see Appendix C: "Citizen Complaint: Action Taken" or "Citizen Complaint: No Action Taken") with personal discussion of the outcome encouraged.

5:2.3. DUTY OF MEMBERS AND EMPLOYEES TO REPORT VIOLATIONS

Members and employees knowing of other members or employees violating Departmental or legal requirements or disobeying orders shall convey the information in writing to the Chief through the chain-of-command. If the information is believed to be of such gravity that it must be brought to the immediate attention of the Chief, the chain-of-command may be bypassed.

5:2.4. CITIZEN COMPLAINT AND COUNCIL RECEPTION

A citizen or Township Supervisor complaint alleging police misconduct (see Appendix C: "Citizen Complaint Form") will be referred to the Chief via the chain-of-command during normal business hours. At other times, the Patrol Officer will be notified. He will receive the complaint and either investigate it

himself or refer it to a supervisor. If the Patrol Officer deems the incident sufficiently grave, he will notify his supervisor regardless of the hours. He will also take any immediate action necessary to preserve the integrity of the Department until the arrival of his supervisor. The Chief will be notified via the chain-of-command of every complaint as soon as it is feasible.

5:2.5. DUTY OF COMMANDING OR SUPERVISORY OFFICERS TO ACT

When a commanding or supervisory officer observes or is informed of the misconduct of another member or employee, indicating the need for disciplinary action, he shall take authorized and necessary action.

5:2.6. PROCEDURE SPECIFIED

A written procedure for discipline, its application and appeal, will be specified by the Township Code and approved by the Board of Supervisors.

5:2.7. CONFIDENTIALITY AND RECORD RETENTION

All disciplinary investigations shall be kept confidential. Only the reports of sustained and, if appealed, upheld investigations shall become part of the accuser's personnel folder. However, the Chief of Police shall maintain complete records of complaint reception, investigation and adjudication for statistical purposes.

5:3. OFFICIAL COMMENDATIONS

5:3.1. POLICY

Official commendations are given to deserving personnel in recognition of and appreciation for outstanding acts of public service. Such citations are not automatic, but are awarded only after thorough evaluation of all requests.

5:3.2. BASIS FOR OFFICIAL COMMENDATIONS

The following commendations may be awarded, based on the standards indicated:

- A. Commendation for Valor - for an extraordinary act of outstanding courage, without regard to personal safety while in actual combat with an armed and dangerous adversary.
- B. Commendation for Bravery - for the performance of an outstanding arrest where an armed and dangerous adversary meets the officer's effort.

- C. Commendation for Heroism - for an act of heroism and outstanding courage without regard to personal safety, which results in the saving of a life.
- D. Commendation of Merit - for the performance of an outstanding act of police work and/or act which displays superior intelligence and effort, and which results in an important apprehension or solution of a crime.
- E. Commendatory Letter - for the performance of an act, which brings credit upon the individual and the entire Department - may also be the result of a citizen's response.
- F. Distinguished Unit Citation - for an outstanding accomplishment resulting from teamwork.
- G. Board Of Supervisors Citation - may be given to the year's outstanding recipient of a Commendation for Valor, Bravery or Heroism.

5:3.3. PROCEDURE FOR COMMENDATIONS

The Chief of Police will structure the process and award for commendations.

5:4. DISCIPLINARY ACTION SANCTIONS AND PENALTIES

5:4.1. REASONS FOR DISCIPLINARY ACTION

There are three classes of offenses for which disciplinary action may be taken:

- A. Class I Offenses - Breaches of policy and procedure in this category may lead to disciplinary action up to and including immediate dismissal from the Department. A Class I offense does not automatically mean dismissal, however, the actual disciplinary action will reflect the circumstances of the violation. A second or subsequent offense of a Class II type of offense that occurs within one year of the last offense will become a Class I offense.
- B. Class II Offenses - Breaches of policy and procedure in this category may lead to any action other than dismissal. A second or subsequent offense of a Class III type of offense that occurs within one year of the last offense will become a Class II offense.
- C. Class III Offenses - Breaches of policy and procedure in this category will generally result in verbal warning or in written reprimand.
- The following charts serve as guidelines. These guidelines are not controlling.

1. CONDUCT UNBECOMING AN OFFICER RECOMMENDED MAXIMUM PENALTY

INITIAL CLASS OF OFFENSE	CHARGE	1ST OFFENS E	2ND OFFENSE	3RD OFFENS E
I	Accepting a bribe or gratuity for permitting an illegal act.	Dismissal		
II	Failure to report in writing an offer of a bribe or gratuity to permit an illegal act	15 Days	Dismissal	
II	Knowingly and willfully making a false entry in any Department report or record	15 Days	Dismissal	
II	Participating in games of chance or gambling while on duty	10 Days	20 Days	Dismissal
II	Fighting with members of the Department	10 Days	20 Days	Dismissal
III	Quarreling with members of the Department	Oral/written reprimand	10 Days	15 Days
II	Using rude or insulting language or conduct offensive to the public	10 Days	20 Days	30 Days / Dismissal
II	Publicly criticizing the official action of a superior while	10 Days	20 Days	Dismissal

on duty.

2. INTOXICATION RECOMMENDED MAXIMUM PENALTY

INITIAL CLASS OF OFFENSE	CHARGE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
I	On duty	30 Days	Dismissal	
I	Off duty - in uniform	30 Days	Dismissal	
I	Off duty - not in uniform and arrested	20 Days	Dismissal	
I	Off duty - in any part of uniform clothing	10 Days	30 Days	Dismissal

3. INSUBORDINATION RECOMMENDED MAXIMUM PENALTY

INITIAL CLASS OF OFFENSE	CHARGE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
II	Refusal to obey proper orders from superior	10 Days	30 Days	Dismissal
II	Using profane or insulting language to superior officer	Oral/written reprimand	10 Days	30 Days/Dismissal
II	Failure to take police action when necessary and/or failure to make a written report of same to commanding officer	Oral/written reprimand	10 Days	30 Days
II	Asleep on duty	5 Days	10 Days	30 Days/Dismissal
II	Absence without leave for more than one working day	2 Days per each day AWOL	3 Days per each day AWOL	Dismissal
II	Failure to properly supervise subordinates, or to prefer disciplinary charges, or to take other appropriate disciplinary action	5 Days	10 Days	30 Days/Dismissal
II	Failure to comply with any order, directive, regulations, etc., oral or written and also those of superior	Oral/written reprimand up to 5 Days	10 Days	30 Days/Dismissal
II	Failure to report as witness when duly	Oral/written reprimand	10 Days	30 Days/Dis

	notified or subpoenaed	up to 5 Days		missal
I	Allowing prisoner to escape through carelessness or neglect	15 Days	30 Days	Dismissal
III	Failure to properly patrol district or sector, unauthorized absence from assignment, failure to respond to radio call	Oral/written reprimand	10 Days	30 Days/Dismissal
I	Stolen police vehicle due to failure to remove keys when unattended	15 Days	Dismissal	
II	Failure to properly care for assigned equipment and vehicles or any Department property, damaging or causing damage to same due to neglect or carelessness	5 Days	30 Days plus restitution where permitted	Dismissal plus restitution where permitted
I	Failure to take appropriate action concerning illegal activity, including vice conditions and/or to make a written report of the same to commanding officer	30 Days or Dismissal	Dismissal	

4. DISOBEDIENCE OF ORDERS RECOMMENDED MAXIMUM PENALTY

INITIAL CLASS OF OFFENSE	CHARGE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
II	Soliciting money or any valuable object	10 Days	30 Days	Dismissal
III	Giving a verbal or written report of any accident involving municipal employees, property or equipment to an unauthorized person without approval of Chief of Police	Oral/written reprimand	5 Days	10 Days
II	Possession of alcoholic beverages on the person while on duty, in police vehicle or on any police property unless it is evidence	5 Days	10Days	30 Days
II	Failure to be home without legitimate reason, after reporting off sick	3 Days	10 Days	30 Days/Dismissal
II	Failure to follow Department procedures for the handling of evidence, personal effects, and all other property taken into custody	3 Days	10Days	30 Days
I	Flagrant misuse, handling or display of firearms	15 Days/Dismissal	30 Days/Dismissal	Dismissal
III	Failure to submit properly written required report, within a reasonable or prescribed period of time,	Oral/written reprimand	5-10 Days	10-30 Days

as per regulations

II	Failure to carry badge, revolver and other required equipment when on duty	5 Days	30 Days	Dismissal
III	Unexcused tardiness	Oral/written reprimand	3 days	10 days
III	Unauthorized person in patrol car	Oral/written reprimand	5 days	15 days
III	Untidy appearance and dress while in uniform	Oral/written reprimand	3 days	10 days
III	Not in full prescribed uniform	Oral/written reprimand	3 days	10 days
I	Willfully damaging Department property and/or equipment	Dismissal plus restitution where permitted		
II	Interference with police radio broadcasting and tampering with police radio equipment	10-30 days	Dismissal	
II	Failure to possess and maintain a current and valid Motor Vehicle Operator's license unless physically unable	30 days	Dismissal	
II	Communicating or imparting confidential police information either in writing or verbally, to unauthorized persons	10 days	30 days	Dismissal
III	Failure to adhere to established chain-of-	Oral/written	3 days	10 days

command

reprimand

6: EVIDENCE CONTROL

6:1. PURPOSE

The purpose of this chapter is to establish guidelines for maintaining the integrity of the evidentiary chain of custody.

6:2. POLICY

It is the policy of this law enforcement agency to ensure that evidence in its custody shall be properly secured and stored, readily retrieved, and that any changes in its custody have been properly and fully documented.

6:3. DEFINITIONS

- CHAIN OF EVIDENCE - The continuity of the custody of physical evidence, which may be introduced in a judicial proceeding, from time of original collection to final disposal
- IMPOUNDING OFFICER - The member of this law enforcement agency who initially receives the evidence and initiates the chain of custody.
- PHYSICAL EVIDENCE - Any substance or material found or recovered in connection with a criminal investigation.
- PROPERTY - Any substance or material gathered, received or discovered in connection with departmental job performance or responsibilities.
- EVIDENCE CUSTODIAN - Agency member accountable for control and maintenance of all evidence accepted or stored in the agency's evidence room.
- EVIDENCE ROOM - Facilities utilized by this law enforcement agency to store evidence or property.
- TEMPORARY STORAGE AREAS - Lockers utilized by officers of this department to secure evidence or property on a temporary basis.

6:4. PROCEDURES

6:4.1. PROCESSING EVIDENCE

- A. Any member of this agency who has evidence or property to be placed in the evidence room shall make an inventory of that evidence or property by utilizing a "Property Report" (see Forms) in the following manner:

1. Description of the item (including make, model number, and serial number, if any)
 2. Source (from whom or location obtained);
 3. Temporary Storage Area used
- B. The impounding officer shall properly handle, mark, and package all evidence and property utilizing "Evidence Bags", completing the information requested on the bag.
- C. After evidence or property has been properly tagged and "Property Report" properly completed, the impounding officer shall put evidence/property in to the "Temporary Storage Area" (TSA) in the following manner:
1. The evidence/property will be placed in the TSA in the presence of the Sergeant (OIC) and secured.
 2. If evidence/property is too large or it is otherwise impractical to place the property in TSA, then officer will take necessary steps to secure and mark evidence to best of his ability and notify the Evidence Custodian, Assistant Evidence Custodian or Shift Supervisor.
- D. Should an investigating officer need to remove evidence for examination, testimony etc., he will make arrangements with the Evidence Custodian or Assistant Evidence Custodian. The officer removing the evidence shall be required to sign out evidence on Chain of Custody Portion of "Property Report".
- E. Weapons
1. Officers who take weapons as evidence or for safe keeping (domestics, threats, etc.) will not return weapons. All requests will be directed to the evidence Sgt. A PSP (Pennsylvania State Police) background check shall be required for the return of any firearm to any person.
 2. All weapons taken in to the department, for any reason, will be checked for ownership, stolen status, or if a permit was issued, if applicable. A property report shall be completed regarding such weapon.

6:4.2. Impounding Evidence/Property

- A. The Evidence Custodian shall be responsible for receiving, storing, maintaining, releasing and accounting for all evidence.

- B. The evidence custodian shall be responsible for developing and maintaining a master file of all Property Reports/Release of (Evidence) (Property) Reports completed.

6:4.3. Storage of Evidence

- A. The evidence custodian shall assign a storage location to each item of evidence and record this information on the Property Report and evidence bag.
- B. Perishable items shall be stored in a refrigerator or other suitable container.

6:4.4. RELEASING evidence

When releasing property, a “Release of (Evidence)(Property) Report” (see Appendix C) shall be utilized.

The person to whom the property is being released will sign this report and be given a copy.

6:4.5. LOST AND FOUND

A. When Items are recovered by officers or by other means in the course of their assigned duties and an owner is unable to be determined, the item will be held for a period of (30) days. The item will then be destroyed or otherwise reallocated.

7: LOCK-UP AND DETENTION (CURRENTLY NOT APPLICABLE FOR SECTIONS RELATED TO JAIL CELLS)

7:1. PURPOSE

This section of the Manual of Policies and Procedures sets forth authority to operate a Lock-Up and the operation of that facility within the Center Township Police Department.

7:2. POLICY

7:2.1. DEFINITION

The lock-up is a security facility, operated by the police department, for the temporary detention of persons held for investigation pending disposition of their cases by the magistrate, or awaiting transfer to another institution. The period of locked detention shall not exceed four hours. Persons who must be held longer shall be transferred to the county jail. It should be noted that on rare occasions the magistrate will order a prisoner held, the county jail will refuse entry, or a person is too intoxicated to process. When these events occur, the shift supervisor may authorize the holding of the prisoner past the four-hour lock-down limit. In no case will a prisoner be held longer than six hours in lock-down detention.

7:2.2. JUVENILES

Juveniles under eighteen (18) years of age must be kept separate from confined adults and may not at any time be kept in the same cell or room with adults confined pursuant to the criminal law. An Officer must be present at all times, in visual contact, with a juvenile confined within the lock-up.

7:2.3. MENTAL DISORDERS

No prisoner with a known history of mental disorder, mental defect, suicide attempts, or who shows evidence of such condition shall be housed in the lock-up. In the event such type prisoner is received, he/she shall be afforded protective custody and individualized supervision until such time as transfer to another facility can be arranged. Such prisoner shall immediately be referred for appropriate professional study and diagnosis under the 302 procedures of this Commonwealth.

7:2.4. ALCOHOL OR DRUGS

Persons under the influence of alcohol or other drugs or who are violent or self-destructive should remain under close observation by Departmental personnel.

7:3. TREATMENT OF PRISONERS

7:3.1. LEGAL RIGHTS OF PRISONERS

- A. Every prisoner shall have the right to remain silent.
- B. No unlawful means, of any kind, shall be used to obtain a statement, admission, or confession from a prisoner.
- C. Persons in custody shall be treated humanely and provided with proper food, shelter, and, if required, medical treatment.
- D. Persons who are arrested shall have the right to communicate with an attorney of their choice and a member of their family by making a reasonable number of telephone calls or in any reasonable manner. Such communication shall be permitted within a reasonable time after arrival.
- E. To insure prisoner safety, all arrestees will be held in separate lock-up facilities.

7:3.2. PRISONER SEARCH

- A. Upon arrival, the prisoner shall be thoroughly searched for any contraband or articles with which he/she might injure himself/herself or others, or mar the cells. A matron or female police officer shall search female prisoners.
- B. Property rights of prisoners shall be protected by accurate listings of all money and property taken at the time of admission and by obtaining their signature when property is returned to the prisoner or turned over to the receiving officer of another facility. All prisoners should be required to countersign the Center Police Department "Property Report" (see Appendix A) for personal property, thereby eliminating the possibility of a dispute upon transfer or release.
- C. Strip-search of felony prisoners shall be conducted only when there is evidence that the prisoner is concealing contraband or a weapon upon their person that is too small to be discovered in a normal search. Prisoners confined in summary or misdemeanor cases and show no evidence of concealing contraband shall not be strip-searched. In narcotic cases, strip-search decisions will be left to the Shift Supervisor or Narcotic Officer.

7:3.3. SUPERVISION OF PRISONERS

- A. Supervision shall be maintained when prisoners are confined, and a personal inspection of the persons confined shall be made at least

every fifteen (15) minutes. A record of such supervision shall be maintained showing the time of the visit by a police officer and any relevant remarks shall be recorded on the Center Police Department "Prisoner Detention Report" (see Appendix C). Prior to release, it is essential that positive identification be made of the prisoner.

- B. If prisoners are received from an outside agency, positive identification is made of the person presenting the prisoner for detention, including verification of the person's authority to make the commitment.
- C. Any police officer placing a person in a holding cell shall:
 - 1. Conduct a security check, including a search for weapons and contraband, of each unoccupied cell prior to use.
 - 2. Conduct another search of the cell once it becomes unoccupied. Any contraband found or unusual circumstances discovered in the cell shall be documented by the reporting police officer with a written report (see Appendix C).
- D. The supervision of female prisoners by male police officers is extremely objectionable and undesirable. A matron or other qualified female employee shall provide proper supervision of female prisoners when any are confined in the lock-up. A female prisoner will never be placed in the same cell as a male prisoner. Prisoners of different sexes should not be detained in the same holding area (i.e. cells side by side) and should be detained out of sight and sound of each other when possible.
- E. Any prisoner who, upon admittance or while confined, is unconscious, injured, or shows signs of physical or mental distress shall be immediately examined by medical personnel, who shall have full power and authority to order removal to a hospital if necessary. A record of all treatment shall be kept. Department personnel to prisoners for any reason except will not dispense pharmaceuticals as instructed by medical personnel.
- F. For the protection of the Municipality, medical personnel should examine suspected injuries before confinement, to determine intoxication or illness. (An undetected skull fracture, diabetic coma, epilepsy or other diseases or illnesses often produce behavior-resembling drunkenness).
- G. At no time shall an armed police officer enter the lock-up area where a prisoner is detained unless exigent circumstances exist.
- H. At no time shall a police officer enter the lock-up area where a prisoner is detained unless exigent circumstances exist.

- I. Cellblock and exterior door keys shall be kept on separate rings.
- J. At no time shall a police officer enter a cell where a prisoner is detained with exterior door lock-up keys in his/her possession.

7:3.4. FOOD FOR PRISONERS

- A. All prisoners confined for more than four (4) hours shall be fed at the approximate times of breakfast, lunch, and supper in sufficient quantity and of wholesome quality, at the cost of the Municipality.
- B. Food should be given to a prisoner in his cell and the time should be noted in the Center Township Police Department "Prisoner Detention Report" (see Appendix C). Under no circumstances shall he/she be taken to a restaurant.
- C. Food shall be obtained from a local restaurant and brought to the prisoner.
- D. In no case shall the withholding of food be used as a disciplinary tool.

7:3.5. SANITATION AND SECURITY INSPECTIONS

A security inspection shall be conducted weekly. Any indication of unclean conditions shall be noted and appropriate corrective steps taken immediately.

7:3.6. PRISONER PROPERTY

- A. All personal property will be removed from a prisoner who will be housed in a detention cell, regardless of the expected length of time of such detention. Said property will be returned and signed for by the prisoner upon his/her release.
- B. Belts, neckties, scarves, etc., shall be removed and placed with their property.
- C. Shoes shall be removed and placed outside the cell beyond the prisoner's reach.
- D. Any other item that the prisoner to do injury to him or others may use the police officer suspects shall be removed.

7:3.7. PRISONER CONDUCT

The appropriate criminal charges will be added against the prisoner upon discovery of any damages that he/she caused to Department property while detained. Prisoners may not smoke or have any flammable material in a detention cell. Where a language or literacy problem prevents a prisoner from

understanding rules of conduct, an attempt should be made to locate someone who can assist the prisoner.

7:3.8. VISITATION

- A. Prisoners detained in the Center Twp. lock-up are not permitted visitors.
- B. Media representatives will not be permitted access to the lock-up area for any reason.

7:4. EXTRAORDINARY OCCURRENCES

This section provides the procedure for events that threaten the lives or physical welfare of police officers or prisoners in the lock-up. Emergency situations may be reported verbally but a written record of such incidents shall be completed as soon as possible.

7:4.1. PRISONER SUICIDE/SUDDEN DEATH

- A. Prevention: Police officers detaining prisoners in the lock-up should be alert to possible suicidal prisoners. Any indication of this behavior shall result in immediate transfer and/or direct observation.

Police officers should be alert to unusual noises or actions that may indicate an attempted suicide.

Regular inspection of the lock-up as required by this manual is also an excellent preventative device.

- B. Suicide/Sudden Death: In the event a prisoner is successful in completing a suicide while in custody or in case of sudden death of a prisoner, the Department will request assistance from the Beaver County Detectives Division to conduct the investigation.

The on-duty Shift Supervisor will take the following actions:

1. Cause notification of medical rescue team.
2. Notify the duty officer.
3. Notify and request assistance from the Beaver County Detectives Division.
4. Notify a Chief and a Sergeant to come to the station.
5. Insure that all police officers and public safety aides who had contact with or monitored the prisoner stay at the police department.

7:4.2. APPARENT INJURIES

- A. If a prisoner has severe injuries, the paramedics will be called and treatment will be rendered at a hospital.
- B. If the prisoner refuses treatment, he/she will be transported to the hospital and a doctor will be advised. If the prisoner continues to refuse treatment, a doctor's statement will be obtained and attached to the police department report.
- C. If a prisoner with minor injuries requests treatment, he/she will be transported to the hospital prior to transfer to the county jail.
- D. If minor injuries are apparent and the prisoner refuses treatment, paramedics will be called to examine the individual. If the prisoner continues to refuse treatment, a copy of the refusal will be obtained (paramedic trip ticket) and taken to the county jail with the prisoner.

7:4.3. NON-APPARENT INJURIES

- A. In the event prisoners or persons who may be arrested manifest unusual symptoms or behavior that might be indicative of injury, the police officer at the scene will make a decision based upon all surrounding circumstances to call for the paramedic service and have the person examined.
- B. Police officers have full authority to call for a paramedic evaluation of any person in custody or about to be taken into custody if the police officer feels that such evaluation is warranted.

8: PURSUIT OR EMERGENCY DRIVING PROCEDURE

Motor Vehicle Pursuit; Center Township Police Department

Preamble

It is the policy of the Center Township Police Department to limit the use of pursuits to those situations which involve the attempted apprehension of persons wanted for the commission of alleged felonies or misdemeanors that would normally require a full custody arrest. The Department also limits the use of high speed responses to those situations where an expeditious response to a complaint may well prevent or intervene in a life threatening situation.

Because of the value placed by the Center Township Police Department upon the life and safety of each of its officers and all citizens, it is the department's policy that the methods used to enforce laws should minimize the risk of serious injury to officers and citizens alike. Officers therefore will not initiate any pursuit, or will suspend involvement in any pursuit, when the immediate danger to the public created by the pursuit exceeds the immediate or potential danger presented by the violator's remaining at large.

This policy is meant to limit the use of motor vehicle pursuits to the most serious of circumstances thereby effectively limiting the incidence of exposure by citizens, suspects and officers to the possible serious consequences of vehicular pursuits and high speed responses.

This policy also implements procedure for vehicular pursuits and high speed responses when they are relied upon. At no time will this policy be constructed to super cede state law or other statutes.

8:1. POLICY

Vehicular pursuit of fleeing suspects presents a danger to the lives of the public, officers and suspects involved in the pursuit. It is the policy of this department to protect all persons' lives to the extent possible when enforcing the law. In addition, it is the responsibility of the department to assist officers in the safe performance of their duties. To effect these obligations, it shall be the policy of the department to narrowly regulate the manner in which vehicular pursuit is undertaken and performed.

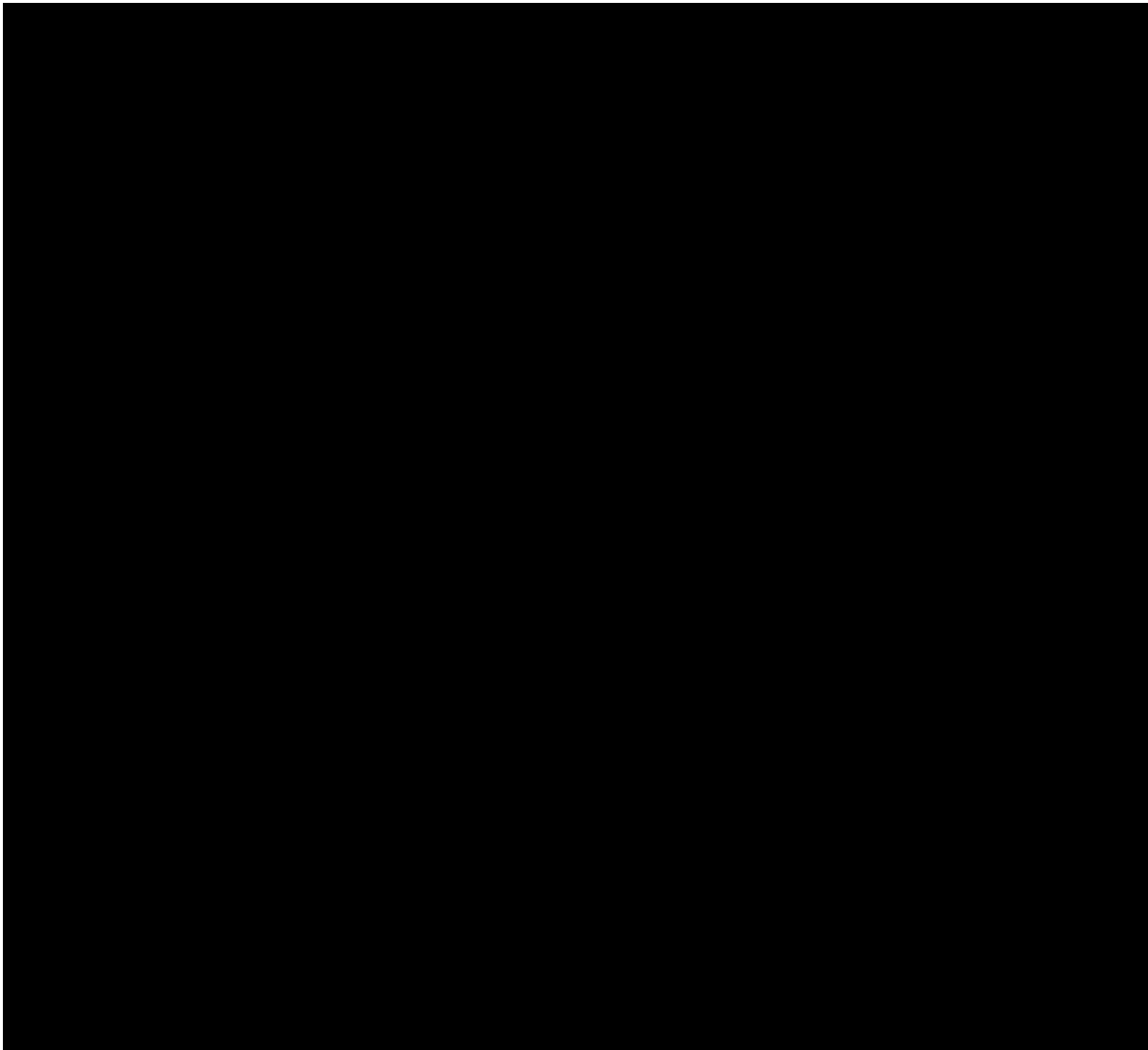
8:2. PURPOSE

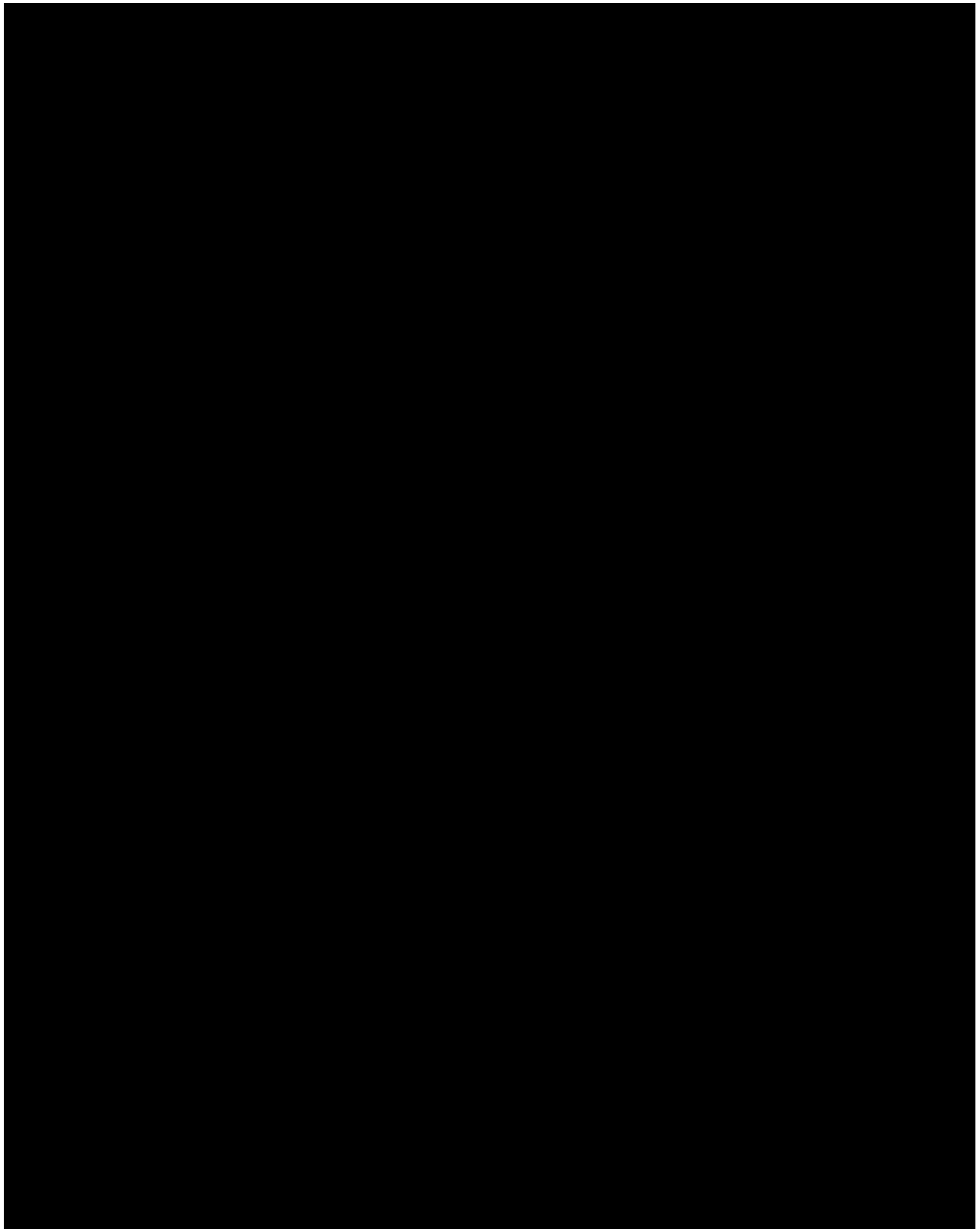
To establish guidelines for motor vehicle pursuit requiring emergency operations of departmental vehicles.

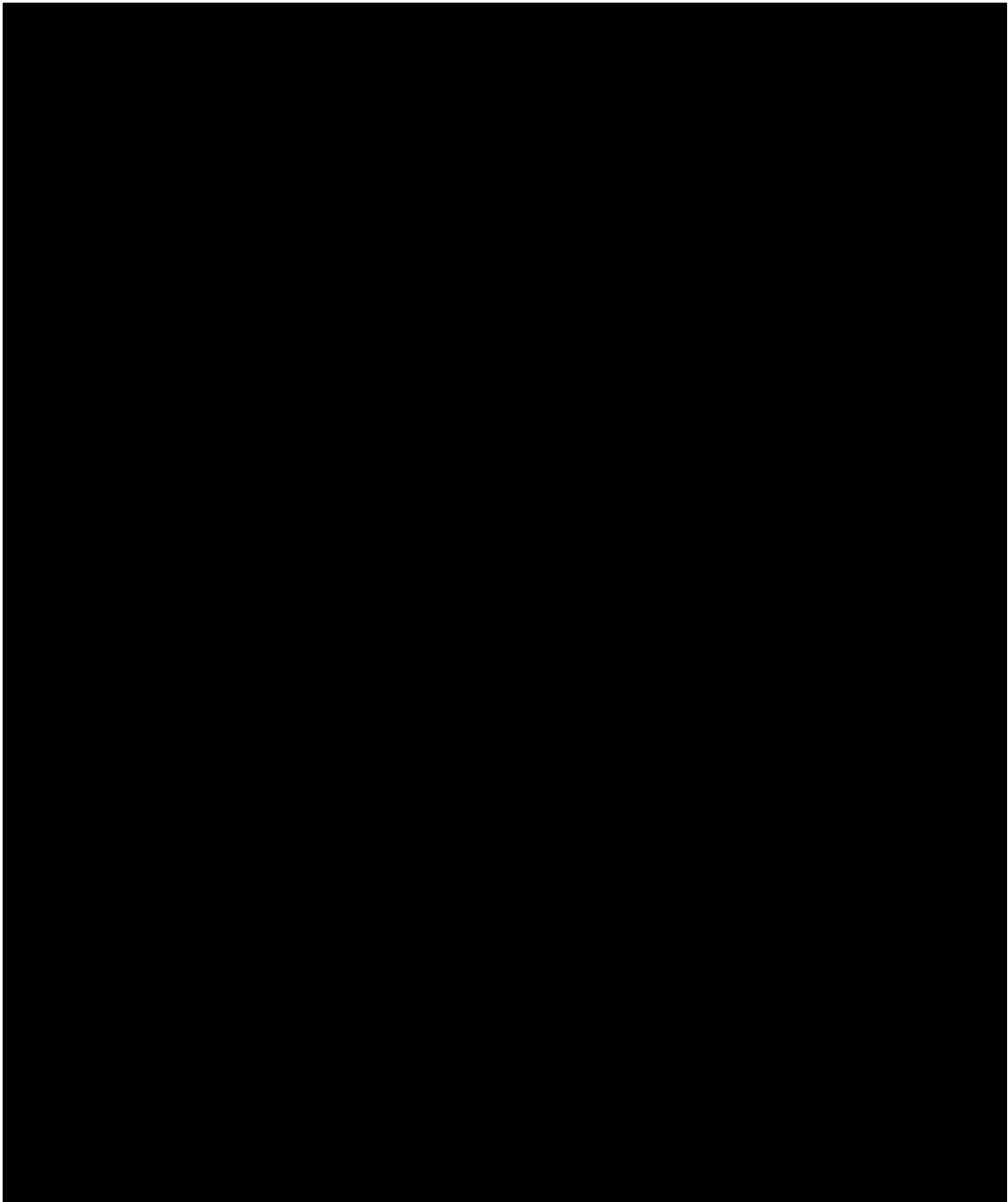
8:3. DEFINITIONS

The following definitions apply for the purpose expressed in this policy:

1. *Motor Vehicle Pursuit*- an active attempt by a police officer operating a motor vehicle to apprehend one or more occupants of a motor vehicle (motor vehicle defined in the Pa. Vehicle Code) when the driver of the vehicle is resisting the apprehension by maintaining or increasing his speed or by ignoring the police officer's audible or visual signal to stop.
2. *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 effect the apprehension of an actual or suspected violator in a motor vehicle.
3. *Primary Pursuing Unit*- The police unit that initiates a pursuit or any unit that assumes control of the pursuit.







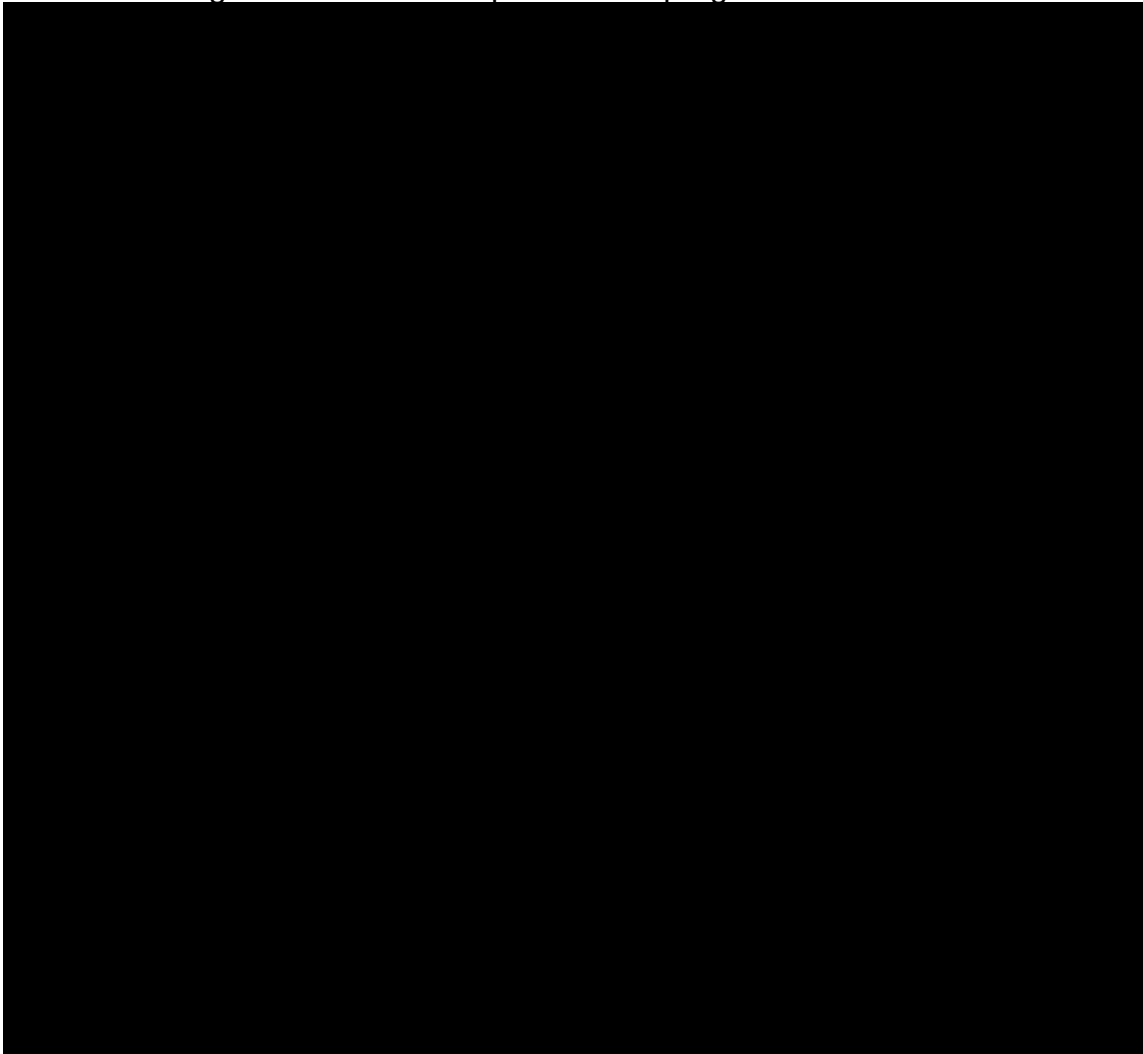
8:5.2. Communications Center Responsibilities

1. Upon notification that a pursuit is in progress, communications personnel shall immediately advise a supervising officer or the Chief of Police of essential information regarding the pursuit.
2. Communications personnel shall carry out the following activities and responsibilities during the pursuit:
 - a. Receive and record all incoming information on the pursuit and the pursued vehicle

- b. Clear the radio channel of all non-emergency calls, and control all radio communications
 - c. Obtain criminal record and vehicle information on the suspects (upon request by the officer).
- 3. Coordinate and dispatch assistance and air support units under the direction of the field supervisor
 - a. Notify neighboring jurisdictions, where practical, when a pursuit may extend into their locality.



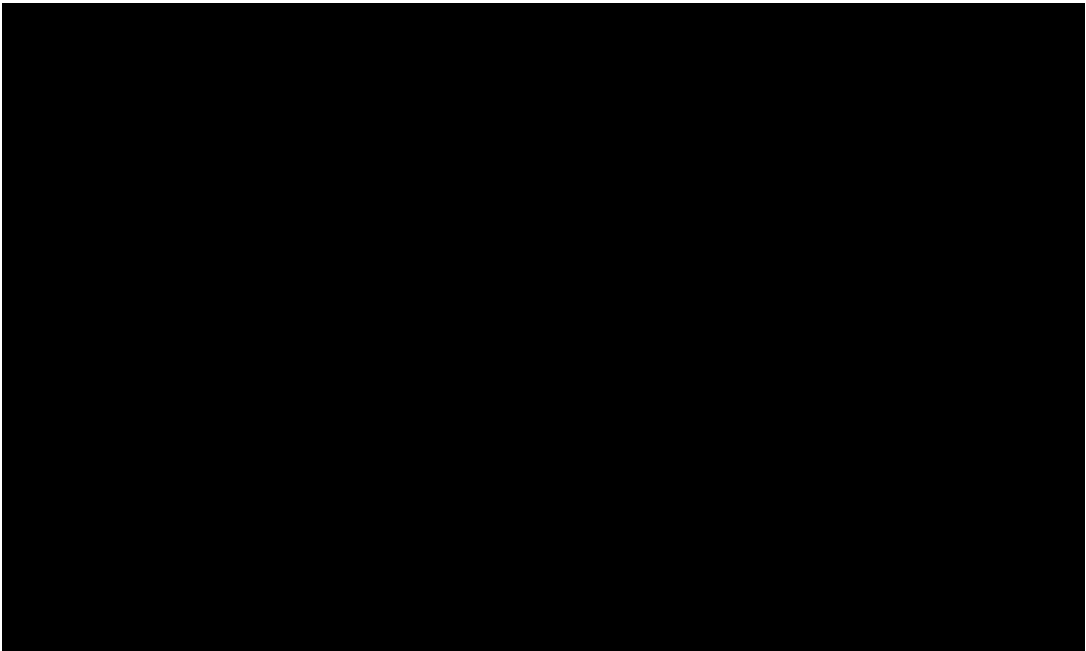
8:5.3. Supervisory Responsibilities During Motor Vehicle Pursuit

- 4. Upon notification that a vehicular pursuit incident is in progress, the supervising officer or Chief of Police shall assume responsibility for the monitoring and control of the pursuit as it progresses.





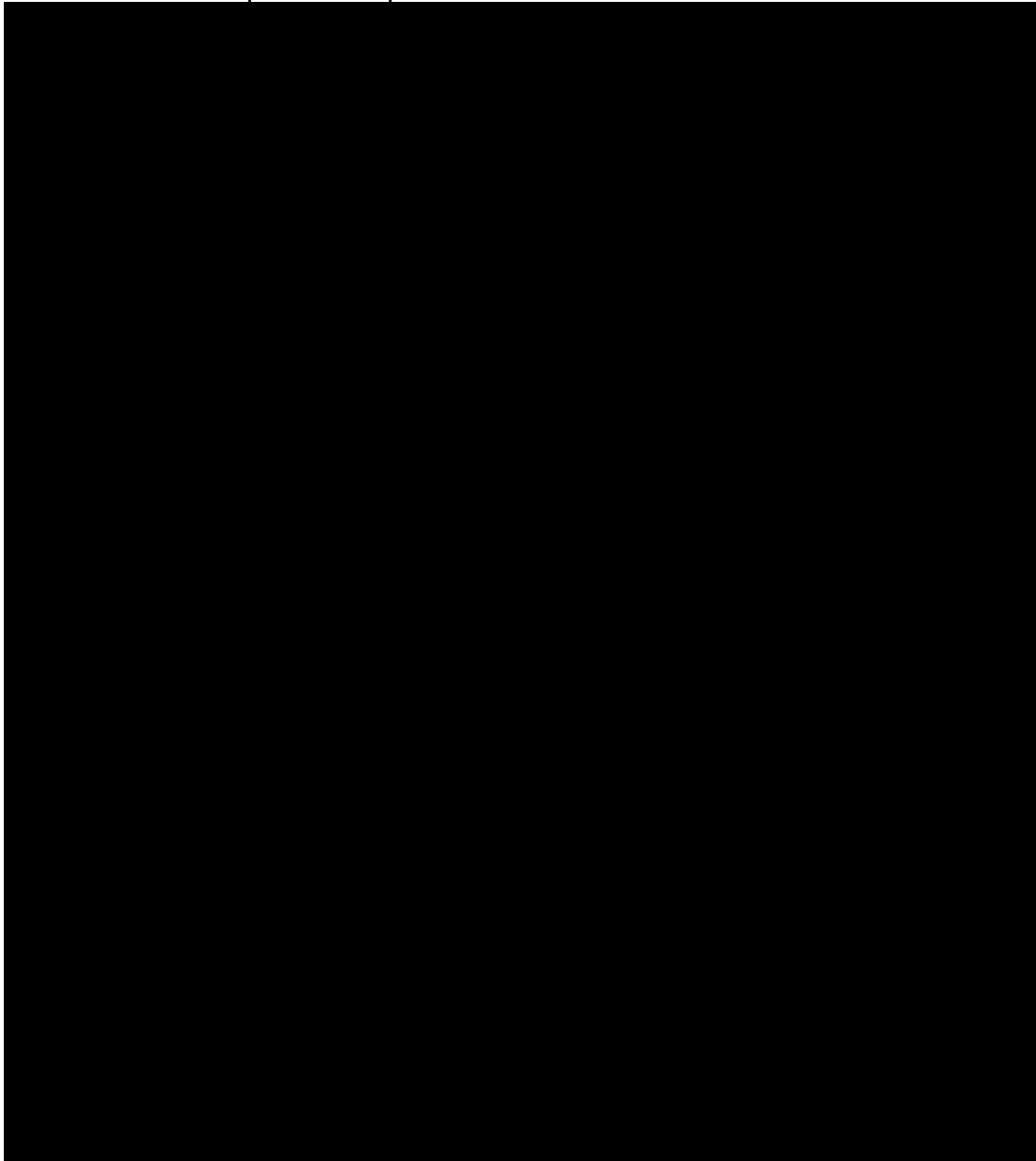
8:5.4. **Traffic Regulations During Pursuit**

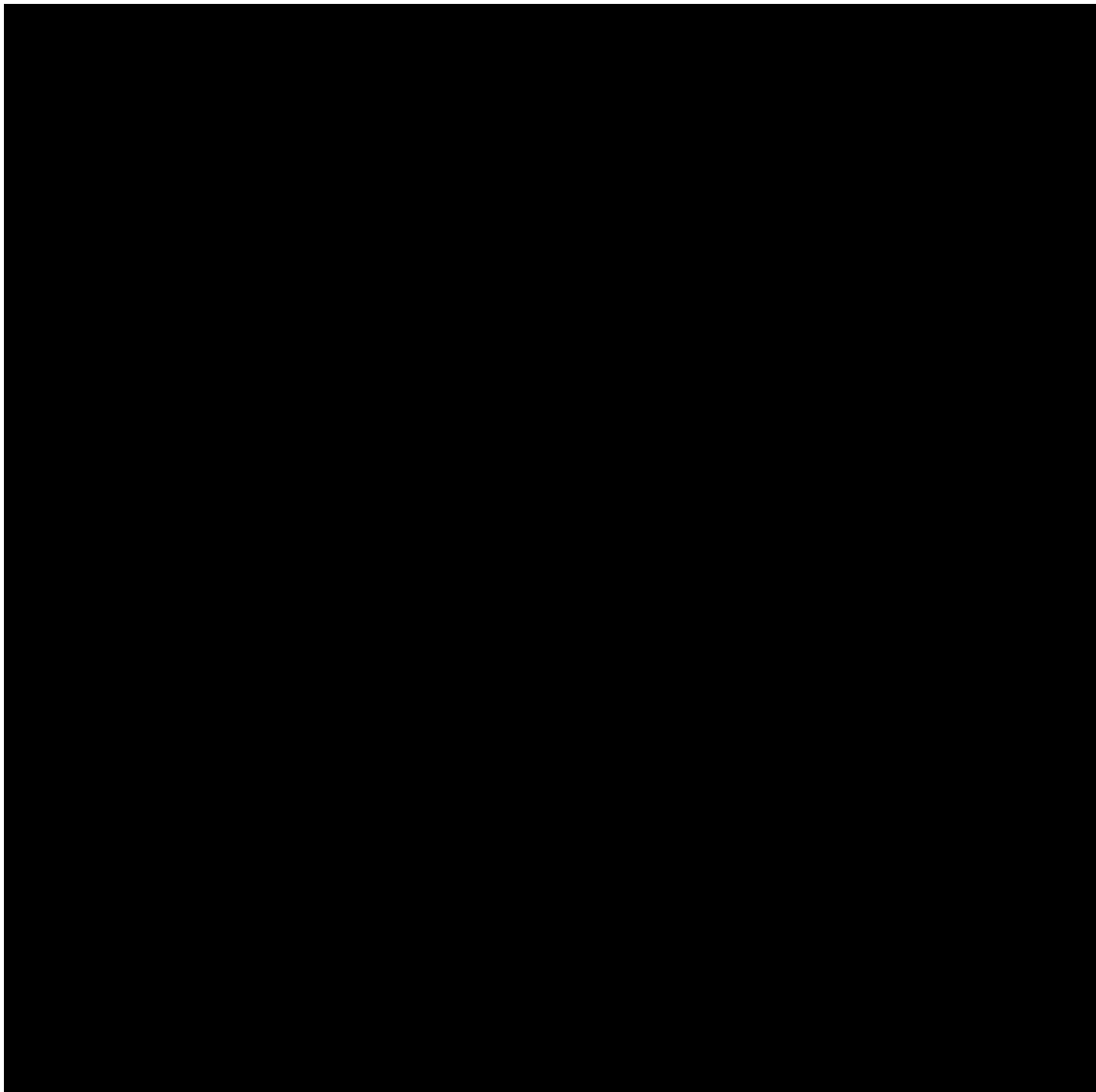
1. Each unit authorized to engage in a motor vehicle pursuit shall be required to activate headlights and all emergency vehicle equipment (including siren) prior to the beginning of the pursuit. Officers engaged in pursuit, shall at all times drive in a manner exercising reasonable care for the safety of themselves and all other persons and property within the pursuit area.
 2. Officers are permitted to reasonably suspend conformance with normal traffic regulations during pursuit as long as reasonable care is used when driving in a manner not otherwise permitted, and the maneuver is reasonably necessary to gain control of the suspect.
 3. Officers engaged in pursuit may proceed into intersections on a red signal or a stop sign after reasonably and safely adjusting their speed to fit the situation.
 4. In all instances speeds should be limited unless a life-threatening situation exists or other conditions permit a higher speed.
 5. In all instances the use of emergency equipment does not demand the right of way, it requests it. No assignment shall be of such importance and no task shall be expedited with such emphasis that the principals of safety become secondary. 
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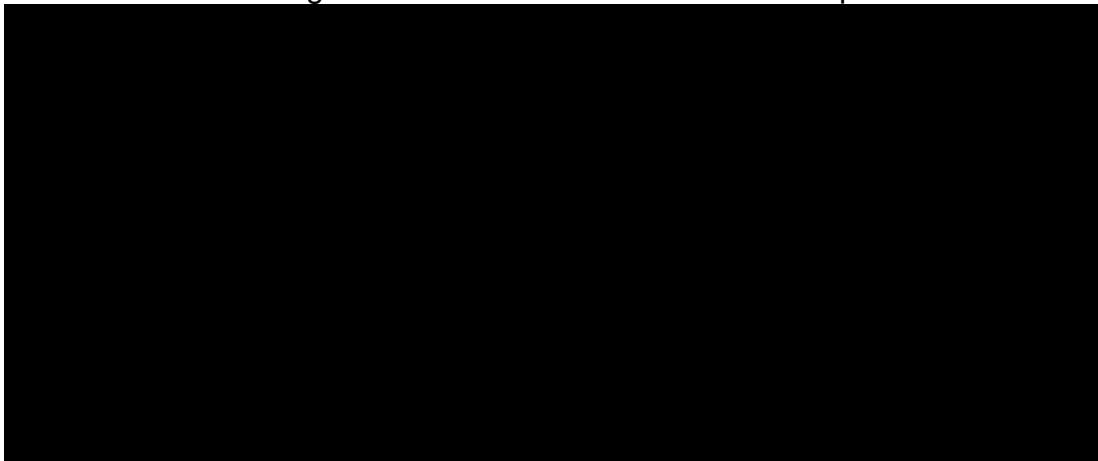
8:5.5. Emergency Vehicle Operation and Pursuit Tactics

1. Unless expressly authorized by a supervising officer or the Chief of Police, pursuit shall be limited to the assigned primary and backup vehicles. Officers are not otherwise permitted to join the pursuit team or follow the pursuit on parallel streets.





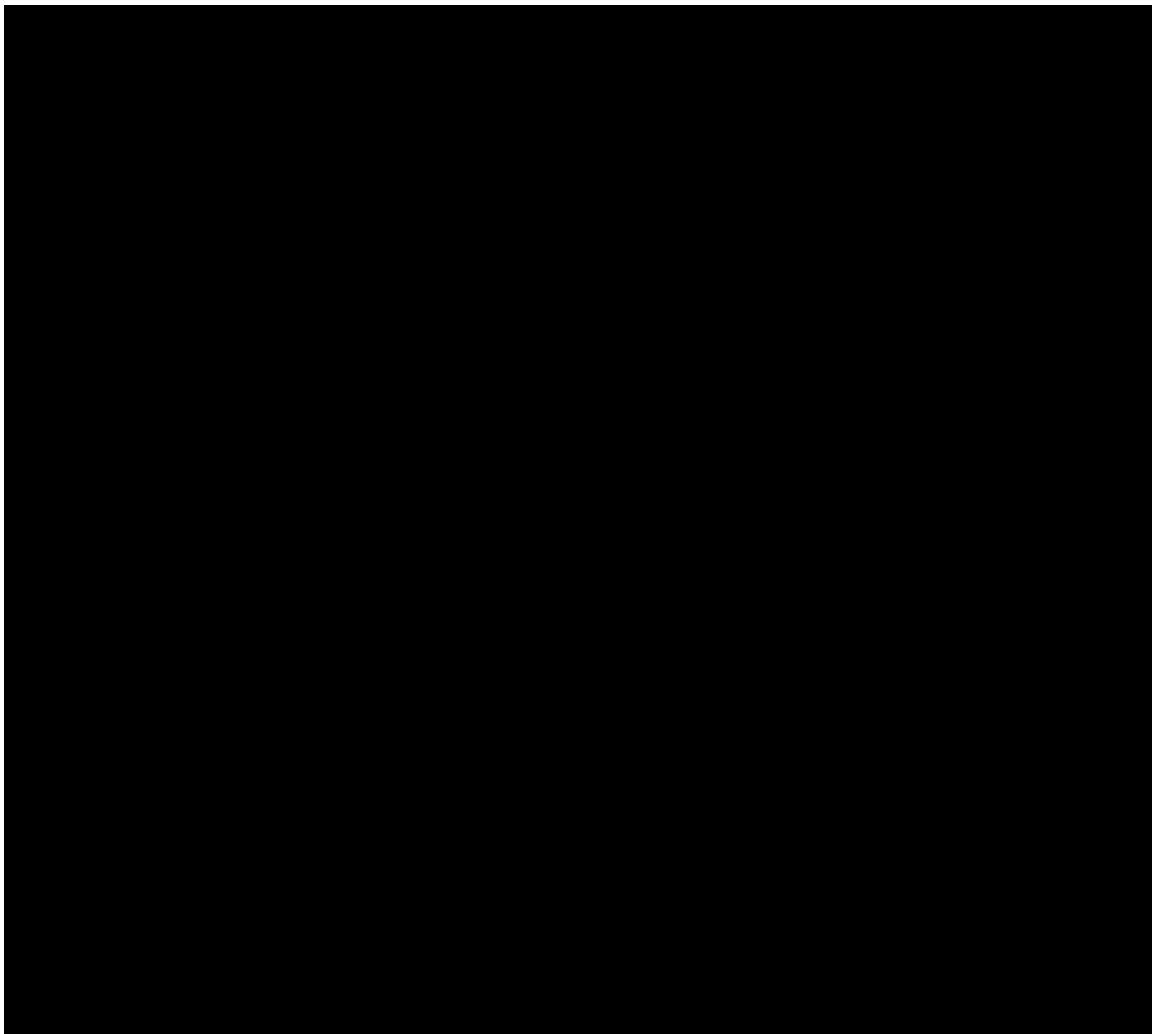
10. *Traffic Control Devices* – Extreme caution must be used whenever officers disregard traffic signs or signals, even though statutes specifically permit such conduct. Officers shall make use of all available warning devices to alert other motorists and pedestrians.





14. *Communications during pursuits*

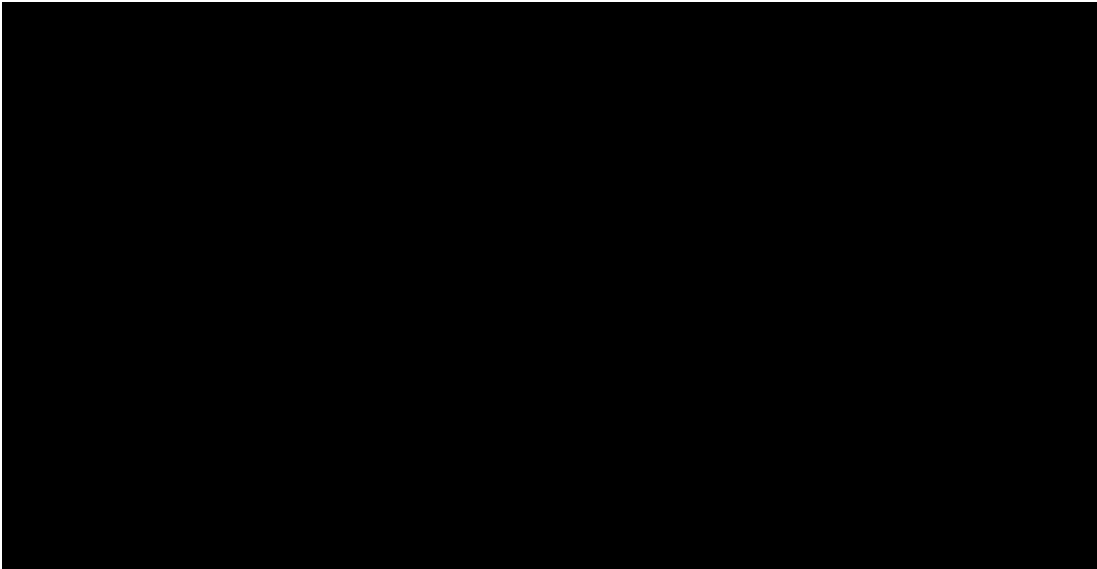
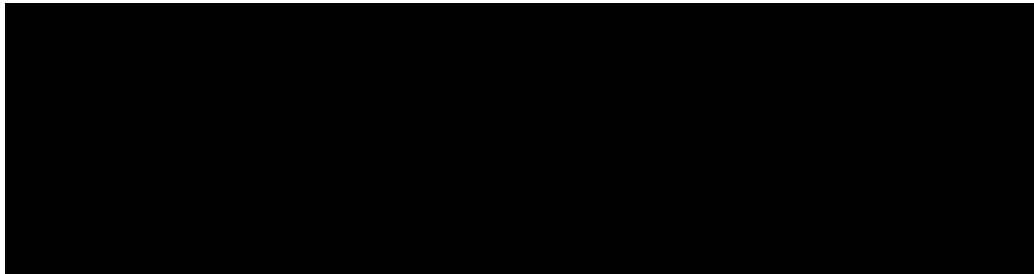
- a. Communications during pursuits will be conducted on an “emergency transmit” basis only. Officers should request that the Beaver County Communications Center place the station (frequency/zone) in emergency status until the situation is under control.
- b. Assisting officers from other jurisdictions should coordinate their efforts on the Department’s “car-to-car” frequency or channel.





c. Inter-Jurisdictional Pursuit

1. The Beaver County Communications Center will notify outside agencies if this department is in pursuit in their jurisdiction. The communications center personnel will specify that the call is either a request or merely a courtesy notification with no participation desired.



E. Maintenance of Pursuit Records

The Center Township Police Department shall maintain records of all motor vehicle pursuits in accordance with prevailing rules and regulations. The report shall include:

1. Reason for the pursuit
2. Injuries, if any, and to what persons
3. Property damage, if any
4. Deaths, if any

5. Suspect information, including statute violations and apprehension status of the suspect
6. Any other information deemed necessary by the most current Pennsylvania State Police pursuit report, either electronic or by paper forms. When in doubt contact the local State Police barracks for web site info (Pennsylvania Police Pursuit Reporting System within the Pursuit Reporting Portal) or paper forms by calling PSP Brighton Township @ 724 773-7400.

8:6. CONFIDENTIALITY

The foregoing policy shall be confidential and shall not be made available to the general public.

8:7. CONFLICTS WITH PROVISIONS

If any provision(s) of this policy conflicts and/or is inconsistent with any prevailing and applicable state laws, then said provision(s) shall be null and void. The remaining provisions of this policy, however, shall remain in full force. This policy shall not be construed as violating or superseding the requirements of 75 PA. C.S. section 3105 (relating to drivers of emergency vehicles).

8:8. 3105. DRIVERS OF EMERGENCY VEHICLES.

8:8.1. General Rule

The driver of an emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm or other emergency call, may exercise the privileges set forth in this section, but subject to the conditions stated in this section.

8:8.2. Exercise of special privileges.

The driver of an emergency vehicle may:

1. Park or stand, irrespective of the provisions of this part.
2. Proceed past a red signal indication or stop sign, but only after slowing down as may be necessary for safe operation, except as provided in subsection (8:8.4).
3. Exceed the maximum speed limits so long as the driver does not endanger life or property, except as provided in subsection (8:8.4).
4. Disregard regulations governing direction of movement, overtaking vehicles or turning in specified directions

8:8.3. Audible and visual signals required.

The privileges granted in this section to an emergency vehicle shall apply only when the vehicle is making use of an audible signal and visual signals meeting the requirements and standards set forth in regulations adopted by the department.

8:8.4. Ambulances, blood delivery vehicles and human organ delivery vehicles.

The driver of an ambulance, blood delivery vehicle or human organ delivery vehicle shall comply with maximum speed limits, red signal indications and stop signs. After ascertaining that the ambulance, blood delivery vehicle or human organ delivery vehicle will be given the right-of-way, the driver may proceed through a red signal indication or stop sign.

8:8.5. Exercise of care.

This section does not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons.

8:8.6. Pedalcycles

No part of this section shall be construed to restrict the operation of a pedalcycle used by a police officer during the course of performing official duties.

8:8.7. Emergency vehicle preemption devices.

1. The department may promulgate regulations for the operation and use of preemptive traffic devices by emergency vehicles.
2. An individual other than authorized emergency personnel who operates or uses a preemptive traffic device commits a misdemeanor of the third degree.
3. The possession of a preemptive traffic device by an individual who is not an authorized user of the device is prohibited. The device if in the possession of a nonauthorized user shall be deemed contraband and shall be seized by a law enforcement officer.

8:8.8. Limitations relating to school buses.

Notwithstanding the provisions of subsection (8:8.2.4), the driver of an emergency vehicle shall come to a complete stop when a school bus flashes its red signal lights and activates its side stop signal arms. After stopping, the driver of the emergency vehicle may pass the school bus only after exercising due diligence and caution for the safety of the students in a manner that will not risk the safety of the students.

(May 9, 1986, P.L.158, No.51, eff. 60 days; Dec. 15, 1995, P.L.655, No.72, eff. 60 days; June 26, 2001, P.L.734, No.75, eff. 60 days; July 15, 2004, P.L.694, No.75, eff. 60 days)

2004 Amendment. Act 75 added subsec. (8:8.8).

Cross References. Section 3105 is referred to in section 6342 of this title; section 901 of Title 30 (Fish); section 901 of Title 34 (Game).

By Order of the Chief of Police
Center Township Police Department

9: USE OF FORCE: LETHAL & LESS-LETHAL

9:1. PURPOSE

The purpose of this policy is to provide officers with guidelines on the use of Lethal and Less Lethal force.

9:2. POLICY

The Center Township Police Department recognizes and respects the value and special integrity of each life. In granting police officers the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this department that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another.

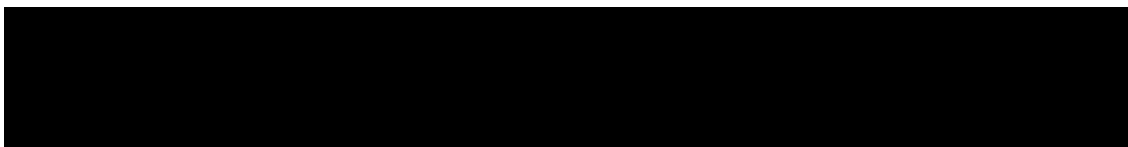
9:3. DEFINITIONS

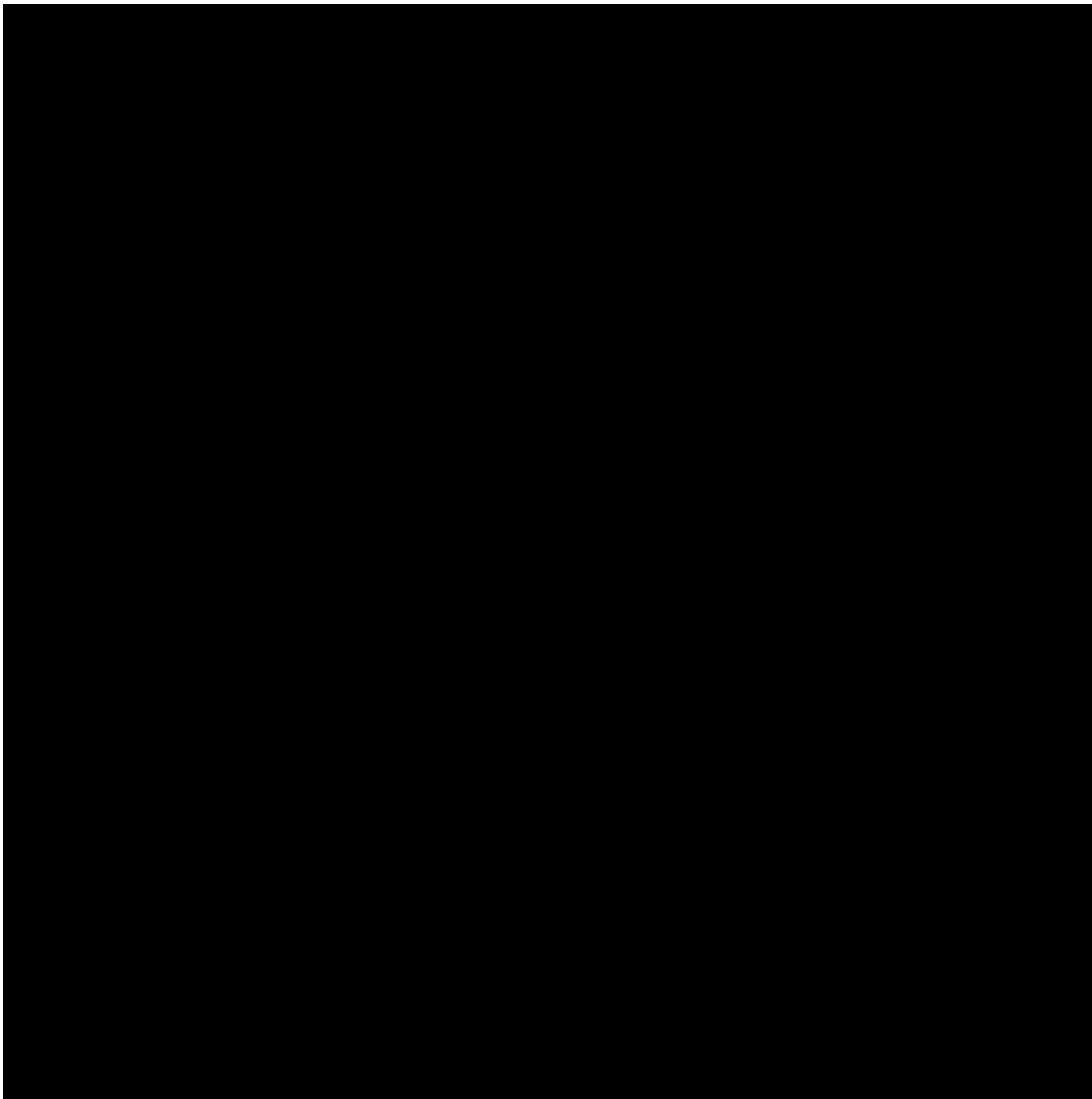
- LESS LETHAL FORCE - Any use of force other than that which is considered lethal force.
- LETHAL FORCE - That force which is intended to cause death or grave injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or grave injury.
- REASONABLY BELIEVES - Facts or circumstances the officer knows, or should know, is such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.
- SERIOUS BODILY INJURY - Bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

9:4. PROCEDURES

9:4.1. GENERAL GUIDELINES

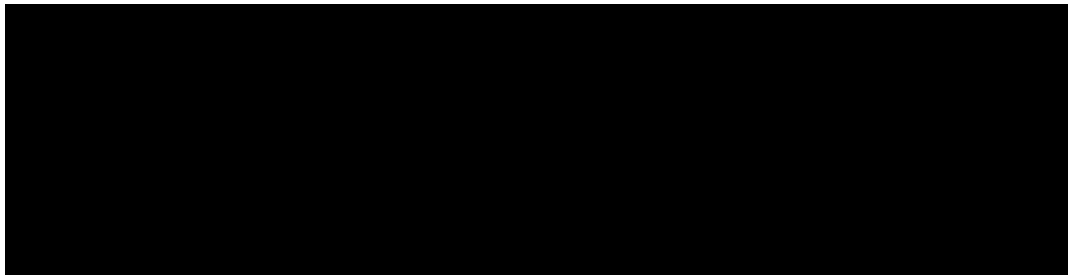
- A. In addition to the following parameters all officers will be guided and abide by Chapter 5, General Principles of Justification, Title 18, Crimes Code of Pennsylvania.





C. Police officers shall adhere to the following restrictions when their weapon is exhibited:

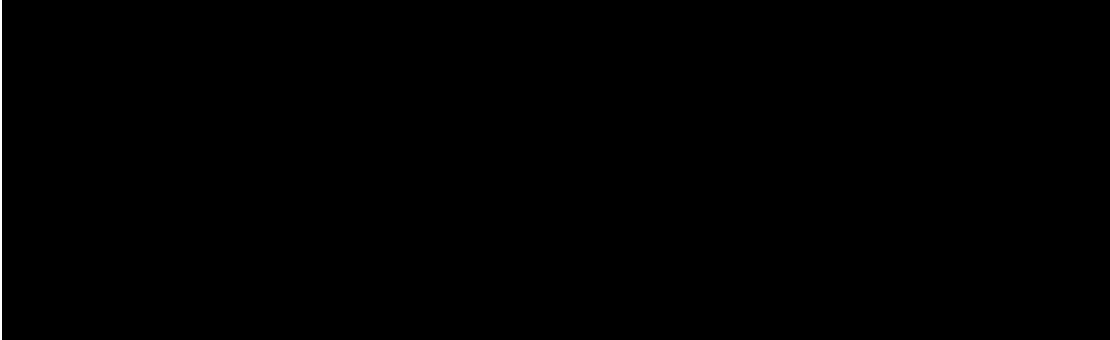
1. Except for maintenance or during training, police officers shall not draw or exhibit their firearm/weapon unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.
2. Warning shots are generally prohibited.



5. Before using a firearm, police officers shall identify themselves and state their intent, where feasible.

9:4.3. Parameters for use of LESS LETHAL force.

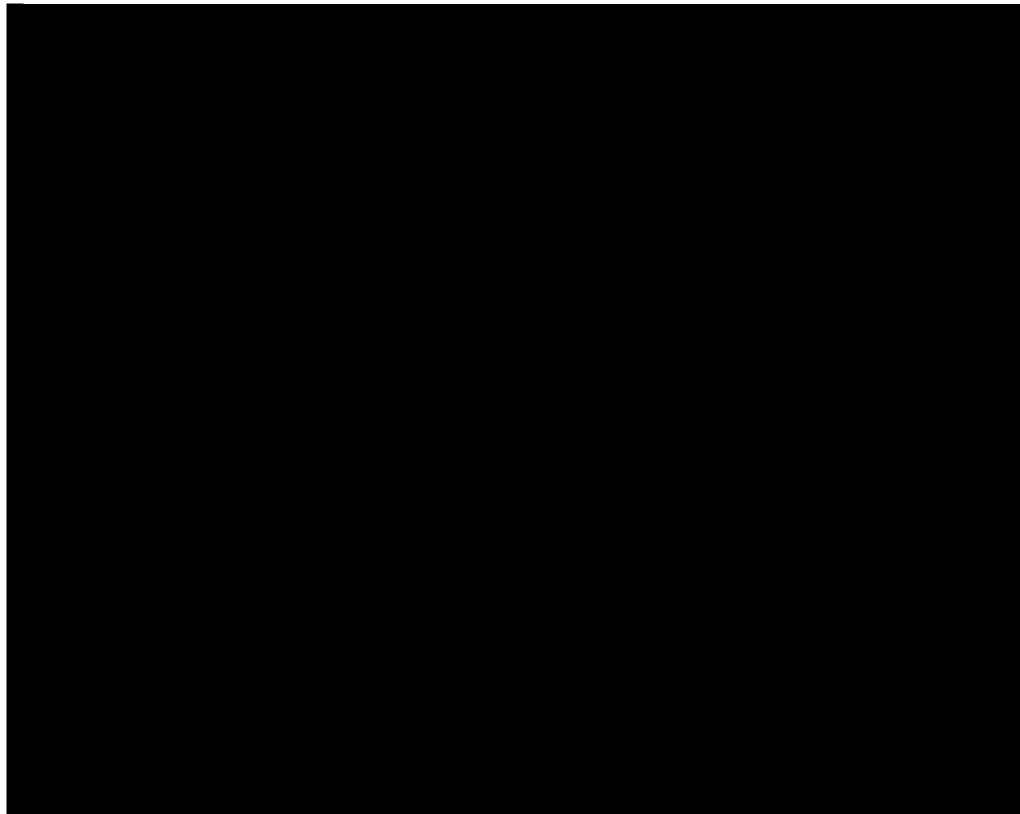
- A. Where deadly force is not authorized, officers should assess the incident in order to determine which less lethal technique or weapon will best de-escalate the incident and bring it under control in a safe manner.

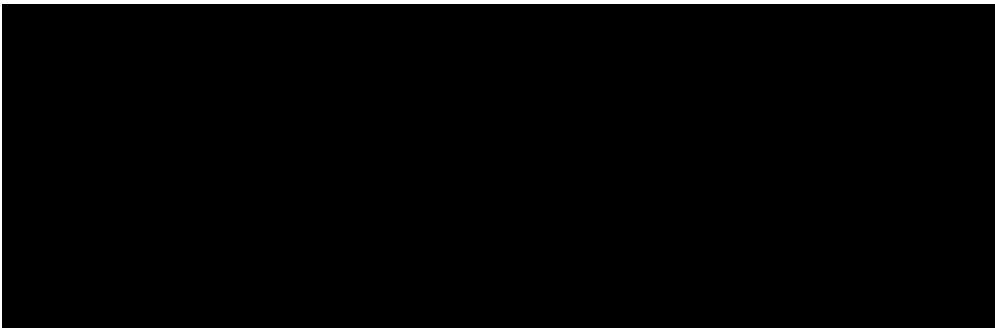
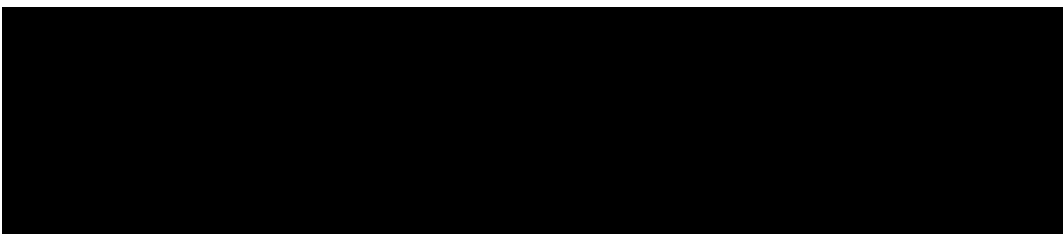


9:4.4. Training and Qualifications

A. Weapons/Ammunition

1. While on and off duty, police officers shall carry only weapons and ammunition authorized and approved by the department. ■




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3. Authorized weapons are those, which are approved by the department and which the police officer has qualified and received departmental training on proper and safe usage, and that are registered and comply with departmental specifications.
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5. The Department shall schedule training and qualification sessions for duty, off duty and specialized weapons, which will be graded on a pass/fail basis. Weapons qualification for handguns shall include a sixty (60) round course of fire required by the Municipal Police Officer's Education and Training Commission. Additional courses of fire, described by the department on a pass or fail basis for duty weapons, off duty weapons and specialized weapons, shall include daylight and dim-light/nighttime shooting conditions. The courses of fire shall include; shooting under simulated stress, shooting while moving, engaging multiple targets, utilization of cover and concealment, malfunction drills, support hand and strong hand shooting, shooting from various positions and/or any other course of fire described and/or developed by the department.
6. Police officers who fail to receive a passing score with their duty weapon/sidearm in accordance with department testing procedures shall be suspended from duty or assigned to non-enforcement duties if available. Police officers who fail to receive a passing grade with specialty weapons will not be authorized to use such weapons, until achieving a passing grade. Police officers, who fail to receive a passing grade with off duty weapons, will not be permitted to use such weapons, until achieving passing grade.
7. Police officers are not required to carry off duty weapons. However a police officer shall not be permitted or authorized to carry any off-duty weapon with which he has not been able to qualify during the

most recent qualification period. Off duty weapon authorization shall be accomplished by submitting a letter to the Chief of Police requesting permission to carry such weapon (i.e., make, model, serial number and caliber) for off duty use. Upon authorization, such request shall become a part of the officer's personnel file. A 9mm caliber handgun is the minimum allowable caliber to be carried for off duty use. 9mm "short" is not acceptable.

8. A police officer that has taken extended leave or suffered an illness or injury that could affect his use of firearms ability will be required to re-qualify before returning to enforcement duties.

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2. The following non-deadly weapons are authorized
 - a) Gas munitions (see Oleoresin Capsicum Policy)
 - b) Electronic restraint devices (Taser X26 or upgraded model), (see Electronic Restraint Devices Policy)
 - c) police baton
 - d) Expandable baton
 - e) Specialty Impact Munitions
 3. The Department shall schedule /provide training sessions for less lethal weapons and techniques.

9:4.5. Reporting Uses of Force

- A. A written report prepared according to departmental procedures will be required in the following situations.
 1. When a firearm is discharged outside of the firing range in all cases except animal disposal. (See Appendix C: Firearm Discharge Report)
 2. When use of force results in death or injury (See Appendix C: Firearm Discharge Report and Use of Force Report)
 3. When a subject complains that an injury has been inflicted (See Appendix C: Use of Force Report)

- B. A supervisor will be immediately summoned to the scene and will comply with investigative procedures as required by the Department in the following situations:
 - 1. When a firearm is discharged outside the firing range in all cases except animal disposal.
 - 2. When the use of force results in any injury or death.
 - 3. When a subject complains that an injury has been inflicted.
- C. Any individual who is the subject of a use of force incident and complains or is visibly injured shall be afforded medical attention. At the very minimum, the Supervisor is responsible for summoning the ambulance to check the subject.

9:4.6. Departmental Response

A. Lethal Force Incident


- 1. Where a police officer's use of force causes death, the officer shall be placed on administrative leave after completing all internal investigative requirements, and until it is determined by a mental health professional that the police officer is ready to return to duty. The Chief of Police reserves the right to have the officer attend counseling for the wellbeing of the officer and/or his family.
- 2. The department shall conduct both an administrative and criminal investigation into the incident.

B. Administrative Review of Use of Force Incidents

- 1. All reported uses of force will be reviewed by the appropriate departmental authority to determine whether
 - a) Departmental rules, policies or procedures were violated.
 - b) The relevant policy was clearly understandable and effective to cover the situation.
 - c) Department training requires revision.
- 2. All findings of policy violations or training inadequacies shall be reported to the appropriate unit for resolution and/or discipline.
- 3. All Use of Force Reports shall be retained as required by state law.

4. There will be regular reviews of Use of Force incidents by the appropriate Departmental authority to ascertain training and policy needs.

Unnecessarily or prematurely drawing or exhibiting a firearm limits an Officer's alternatives in controlling a situation, creates unnecessary anxiety on the part of citizens, and may result in an unwarranted or accidental discharge of the firearm.



10: X26 TASER USE

10:1. PURPOSE

This policy is intended to provide general guidelines for the use of the X26 Taser. The X26 Taser will be used as an additional tool and is not intended to replace firearms or other self-defense techniques. The X26 Taser may reduce the need for other types of physical force by the officer.

10:2. INFORMATION

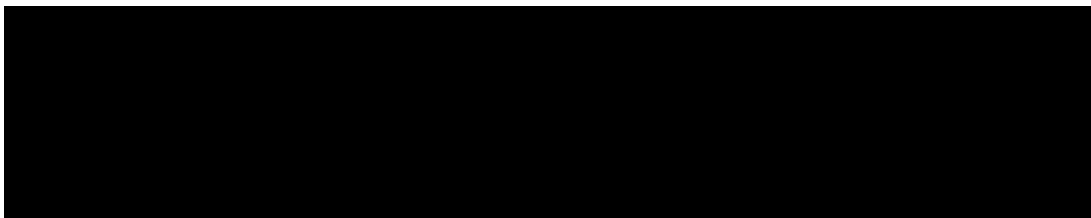
The Taser is a less than lethal conducted energy weapon that uses nitrogen propelled wires to conduct energy at 50,000 volts to a remote target, thereby controlling and overriding the central nervous system.

10:3. ASPECTS

The human nervous system communicates by means of simple electrical impulses. The X26 Taser sends out short duration, high voltage electrical waves that overpower the normal electrical signals within the nerve fibers (Electro-Muscular-Disruption).

EMD (Electro-Muscular-Disruption) systems override the central nervous systems and take direct control of the skeletal muscles. The X26 Taser is an EMD system and affects the sensory and motor nervous system. The EMD system overwhelms the nervous system with signal. However, these systems go one step further by directly causing the muscles to contract. Hence, even someone whose sensory nervous system is impaired by drugs will have involuntary muscle contractions.

10:4. APPLICATION

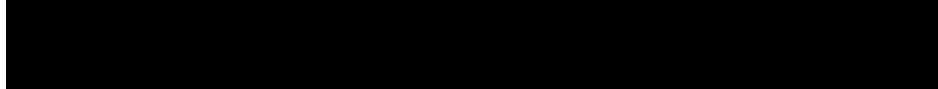


2. Guidelines

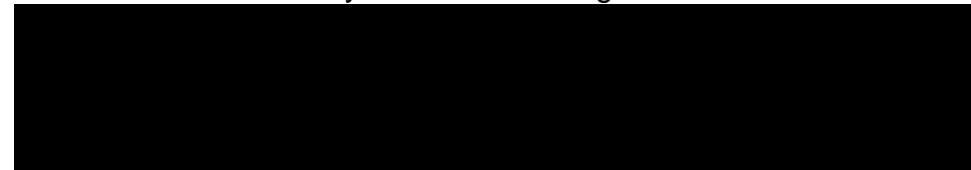
- Only those officers designated by the shift supervisor or OIC and who have successfully completed the approved certified training would be authorized to use the X26 Taser.
- Recertification for users shall occur annually. Re-certification for instructors shall occur every two years.

3. Usage and Deployment Procedures

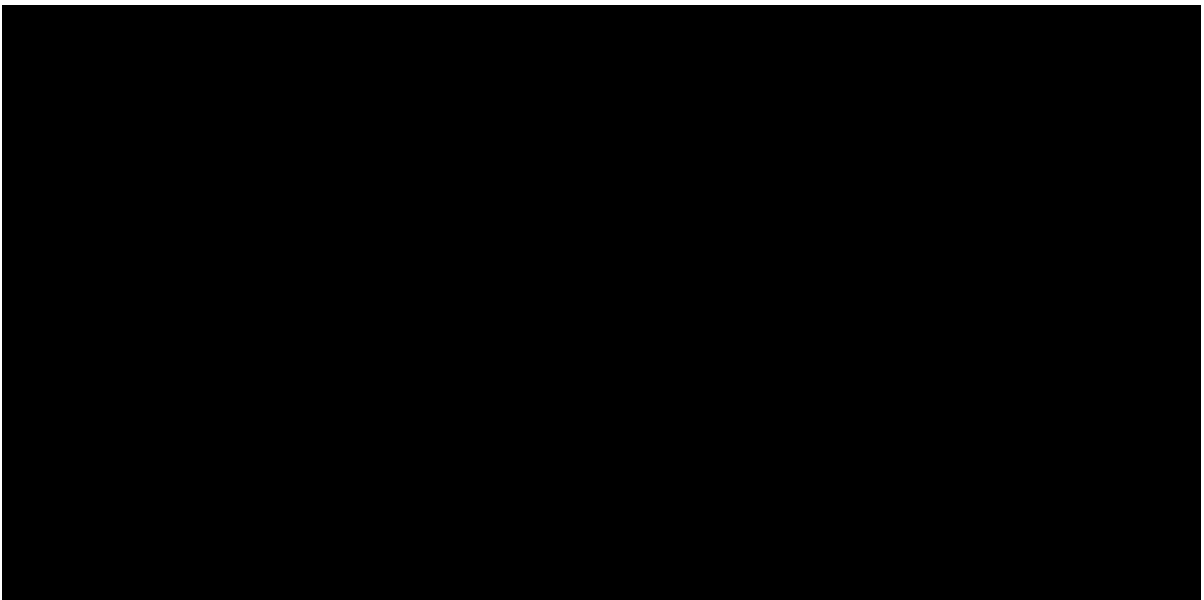
- a. Only properly functioning and charged X26 Tasers shall be carried for use.
- b. The Center Township Police Department Use of Force Report shall document each discharge, including accidental discharges, of the X26 Taser. "Spark Tests" do not need to be documented.



- d. Keep hands away from the front of the unit at all times.
- e. Always replace air cartridges by their expiration dates and use for training only.
- f. Handle the X26 as you would a handgun.



- h. Prior to the use of the X26 Taser, if practical, broadcast "TASER" indicating that the use of the X26 Taser is imminent to prevent unintentional shootings.
- i. The X26 Taser can function in the "Drive Stun" mode after the probes have been fired. Drive the weapon aggressively into a nerve or motor point for best effectiveness.



10:6. POST-USE PROCEDURES

SUBJECT

1. After securing the subject in handcuffs, the Taser officer will remove the probes using the prescribed methods. However, if the probes are imbedded in soft tissue such as the neck, face or groin, the officer shall require the subject to be treated at a medical facility. Removal of the probes from other areas will be at the discretion of the OIC. [REDACTED]
2. The officer shall wear latex gloves for probe removal.
3. Puncture site shall be treated with alcohol or antibiotic cream and adhesive bandages as soon as available.
4. ONLY emergency room staff may remove probes imbedded in areas of the face, neck, eyes or groin.
5. Officers should be alert for any injuries that may or may not have been brought about by police use of force, which left untreated could become a possible serious problem for both the injured subject and the police department.
6. Officers will have the subject evaluated by EMS personnel after the X26 Taser has been employed.
7. Officers will take photograph of any injuries associated with the use of force and/or the use of the X26 Taser. These photographs will be stored with the other items secured in evidence associated with the subject.
 1. Officers will have a licensed physician at a medical facility examine all suspects who fall under the either of the following categories:
 - a. The suspect has an obvious injury, which in the opinion of the OIC requires treatment.
 - b. The suspect requests medical treatment for an injury, whether obvious or not.
 2. After deployment on a subject, the officers will documents its use on the incident report and the Center Police Use of Force Report (see appendix C).

10:7. EQUIPMENT

1. The air cartridges and probes used shall be tagged into evidence. Since the probes will probably have blood on them (biohazard) the officer should wear latex gloves when handling. The wires shall be wound around the cartridge. The probes shall be inverted and placed into the portals they were fired from. Tape should be placed over the portals to secure the probes. The entire cartridge should be placed into evidence.
2. AFID (Anti-Felon Identification): every time an air cartridge is fired, it disperses 20-30 identification tags called AFIDS. These tags are printed with a serial number of the cartridge being fired. At least two of these tags will be placed into evidence with the air cartridge.
3. The X26 Taser shall be turned over to the X26 Taser administrator to download the information.

The X26 Taser Administrator will retain all records and download information

11: OLEORESIN CAPSICUM POLICY (PEPPER SPRAY)

11:1. PURPOSE

The purpose of this policy is to establish guidelines for the use of Oleoresin Capsicum (OC) and to record instances where OC has been discharged intentionally or unintentionally.

11:2. POLICY

The Center Township Police Department has approved the use of (OC) aerosol defense sprays to provide officers with an additional use of force option for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that officers use OC when warranted but only in accordance with the guidelines and procedures set forth here and in this agency's Use of Force Policy.

11:3. APPROVED DEVICES

- A. The following are the approved OC devices for the Center Township Police Department:
 - 1. MK: 3 oz. unit, 4 oz. unit; medium emission nozzle or ballistic stream
 - 2. Fox Labs: 3 oz. and 4 oz. unit; modified cone nozzle or ballistic stream
 - 3. *Phase IV: 3 oz. and 4 oz. unit; modified cone nozzle, ballistic stream, foam or fogger
- *Larger OC devices are approved for crowd control but not recommended to be carried as part of the officer's duty uniform.

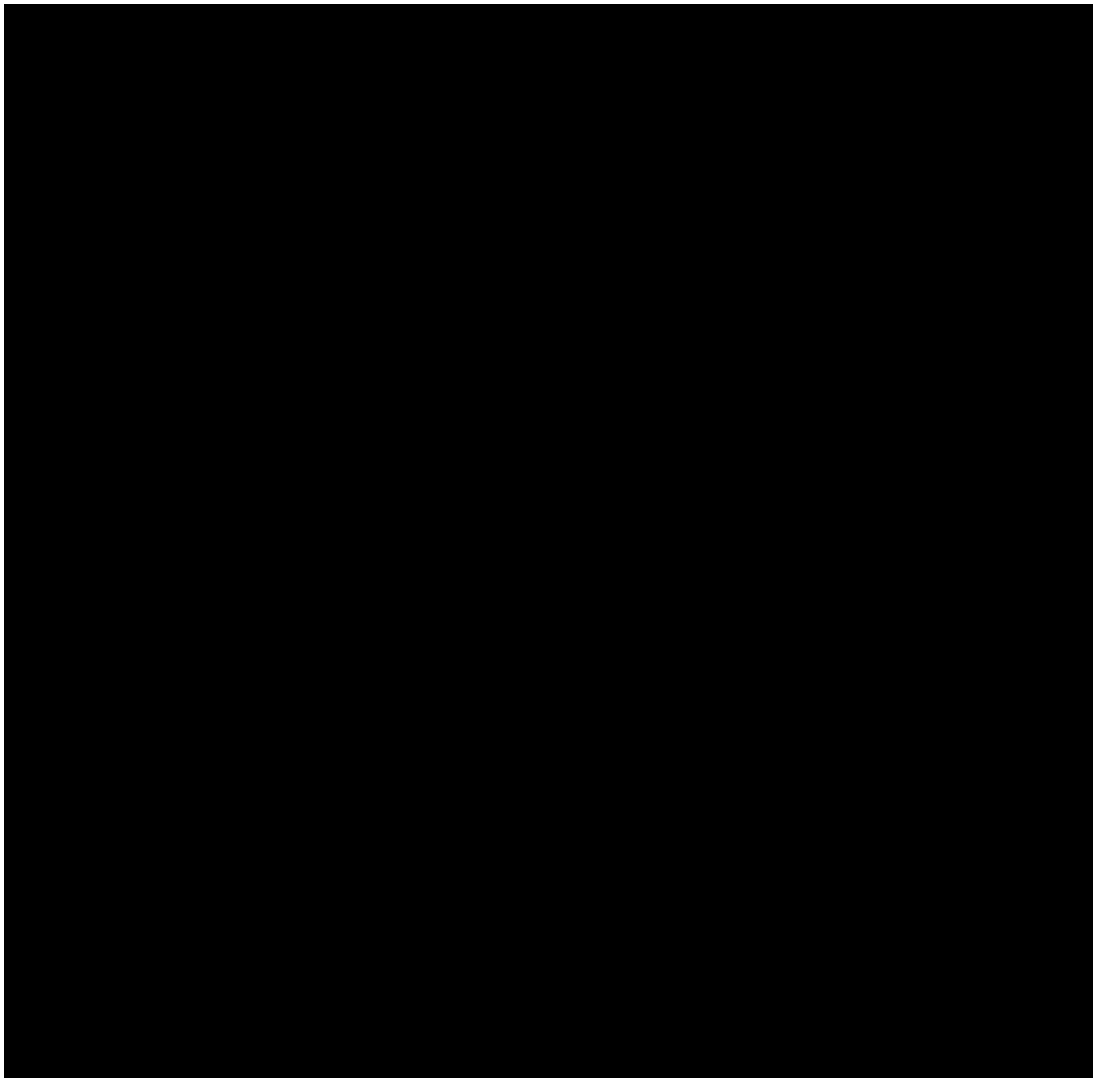
11:4. PROCEDURES

A. Authorization

- 1. Only officers who have completed the prescribed course of instruction, at the Allegheny County Police Training Academy or by authorized instructors, are authorized to carry an approved OC device.
- 2. Officers, whose normal duties/assignments may require them to make arrests or supervise arrestees, shall be authorized to carry a

departmentally approved OC device while on duty, after completion of the prescribed training course.

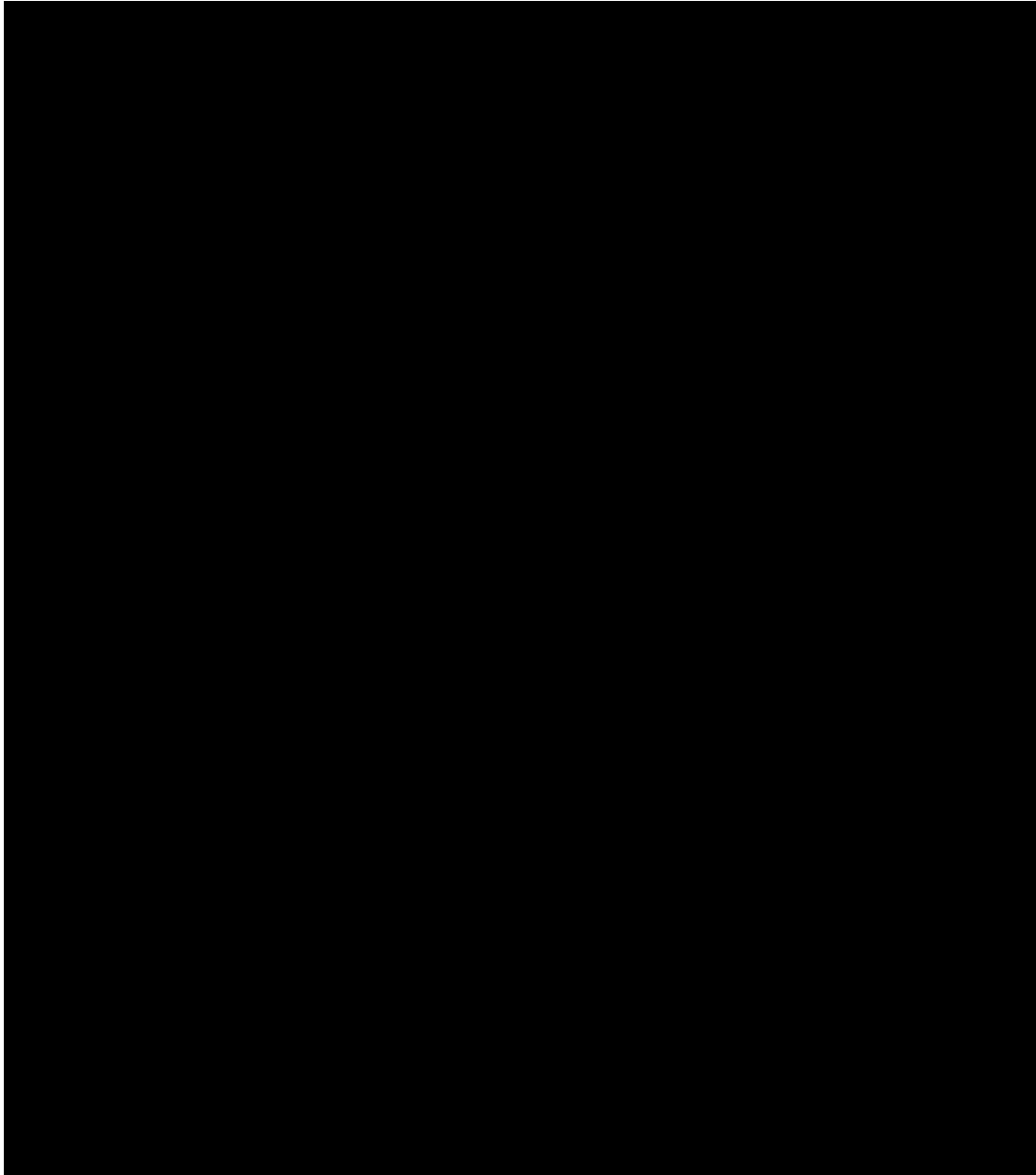
3. Uniformed officers shall carry only a departmentally approved OC device and holster, in the prescribed manner of carry on their duty belt. Non-uniformed officers may carry OC devices in an approved holster or in an alternate manner as authorized by this agency. This alternate method would be in a pocket of the officer's clothing or in an undercover holster that is approved for use by the Firearms Section of the Training Academy. It is recommended that OC be carried on the opposite side of the officer's body from his firearm.



NOTE: It is also the policy of this Department that personnel will not unnecessarily or unreasonably endanger themselves in applying these guidelines. Furthermore, it is the policy of this Department that OC spray is not intended to be used as a substitute when the officer is justified in the use of deadly force in accordance with the policy

outlined in the Center Township Police Department Rules and Regulations.

11:4.1. DEPLOYMENT PROCEDURES



- G. Bystanders- All subjects/bystanders that are exposed to OC spray shall be transported to the Medical Center-Beaver for a medical release, prior to being released from custody, or transferring custody to the County Jail, UPMC Mental Health-Beaver, or any other Detention/Medical Facility.
- H. Medical Check- The officer should be alert to any indication that the subject needs **immediate** medical attention. This includes, but is not

limited to gagging or difficulty breathing for longer than 4 minutes after exposure to OC spray, profuse sweating, loss of consciousness, respiratory failure, cardiac arrest, or if the subject requests medical attention.

Some individuals may fall into the “High Risk-Sudden In Custody Death” category, if they exhibit one or more of the following

- Violent or bizarre behavior
- Obesity, especially big-bellied individuals
- Drug and/or alcohol impaired individuals
- Individuals who are unaffected by OC spray
- Individuals who are having difficulty breathing approximately 4 minutes after being exposed to OC spray. (Acute Hyperventilation Syndrome).

Individuals, who fall into the “High Risk Sudden In Custody Death” category, require **immediate** medical attention.

11:4.2. DEcontamination PROCEDURES

A. Authorized Decontamination Agents:

1. Bio-Shield spray
2. Bio-Shield towelettes
3. Cool It spray
4. Sudecon towelettes
5. Cold water

B. Decontamination agents, specifically Bio-Shield spray or Cool It spray, shall be carried in the patrol vehicle. The officer on his/her person will carry Sudecon or Bio-Shield towelettes. The individual officer will purchase both of these products and the individual officer while on duty shall carry both products.

C. Decontamination of Subject: The officer shall begin decontamination of the subject by:

1. Removing the person from the contaminated area, ideally using verbal commands.

2. Expose the person to fresh air and have them face downwind.
3. Ask the subject, "Are you wearing contact lenses?" If the answer is yes, have the subject remove the contact lenses. For hard lenses, normal cleaning will remove OC particulate. Hard lenses can be stored in clean tap water for approximately 24 hours. Soft contact lenses must be discarded. If the subject is wearing contact lenses, he/she shall be taken to the hospital to have the contact lenses removed.
4. Ask the subject, "Do you have any medical problems?" If the answer is yes, the subject must immediately be transported to a medical facility. Transporting officers must advise the hospital that the subject has been exposed to OC spray.
5. Have the subject blow his nose to remove OC particles.
6. The officer will begin the final decontamination process, i.e., using decontamination agents and blotting the subject's face with absorbent paper towels or flushing his face with cold water. This shall occur when the officer feels that he is in a safe area and the subject has been properly restrained, i.e., handcuffed and/or shackled.
7. During transport of the subject, the vehicle must be adequately ventilated so as to allow the subject to further decontaminate and also to reduce the risk of secondary exposure to the officers.
8. Constantly monitor the subject's medical condition. Refer to Section V, subsection 6.
9. Determine functional consciousness (the ability to follow simple directions) before releasing the subject from custody or transferring custody to the County Jail, Mental Health, or a general release from custody.
10. If a subject fails to exhibit functional consciousness after approximately 7 to 10 minutes after OC exposure, this subject must be transported **immediately** to the hospital.

11:4.3. REPORTING USES OF OC SPRAY

- A. All intentional discharges will be reported in a Use of Force and/or Incident Report and submitted to the officer's supervisor for review. A copy of the police Offense/Incident Report and Arrest Report will be attached to the form.

- B. All unintentional discharges will be documented on an Incident Report, outlining the specific circumstances of the discharge. This Report shall then be forwarded to the shift supervisor and up the chain of command to the reporting officer's O.I.C.

11:4.4. PROHIBITED USES OF OC SPRAY

- A. Inflammatory Agents were designed to enable officers to perform their duties in a more efficient and humane manner when dealing with physical resistance or the threat of physical resistance. If used properly, OC can reduce the risk of injury to the officer, subject, and members of the community.
- B. Once a person has been subdued and brought under control, there is "No Further Justification" to continue the use of OC spray against the subject.
- C. At no time shall an OC device be carried or used by an untrained/unauthorized person.

11:4.5. EQUIPMENT MAINTENANCE

- A. The individual officer shall maintain all OC devices in an operational and charged state. Replacement for damaged, inoperable, or empty devices is the responsibility of the individual officer. It will be the officer's responsibility to purchase replacement products.
- B. Replacements of OC canisters shall occur when the unit is less than half full, as determined by weighing the canister. A certified OC Instructor, using a Triple Beam Scale, certified by the Bureau of Weights and Measures, will conduct weighing.
- C. OC canisters shall be inspected and weighed at the firing range during firearms qualification and training. A record of this shall be maintained at the Department.
- D. Unexplained depletion of OC canisters shall require an investigation and written report by the officer's supervisor to the Chief of Police.

11:4.6. SAFE STORAGE OF OC SPRAYS

- A. Always treat OC equipment as a weapon and store in a secure place when not on duty.
- B. Do not store in temperatures above 120 degrees Fahrenheit.



12: **NALOXONE (NARCAN) POLICY**

12:1. **PURPOSE**

To provide a medical response to a drug (opiate) overdose.

12:2. **POLICY**

The Naloxone will be available on the car key rack to be taken with the car keys for the duty car selected or assigned.

12:3. **TRAINING**

Updated training as needed.

12:4. **NALOXONE DEPLOYMENT**

Deployed consistent with the online training required by each officer.

12:5. **NALOXONE USE**

Per the training, do the proper assessment of the individual in determining an opioid overdose, and administer as directed in the training or updated training.

12:6. **MAINTENANCE AND REPLACEMENT**

Advise a supervisor if the expiration date is expired or if the color of the drug is discolored or not consistent with other kits.

12:7. **DOCUMENTATION**

Each use of Naloxone is to be documented on a report form (previously provided) and scanned into the media file of the ALERT software. A copy of the report is to be forwarded to Det. Lt. Chamberlain. Fax number: 724 728 8249 ; or emailed : rchamberlain@beavercountypa.gov

13: ELECTRONIC RESTRAINT DEVICES

13:1. PURPOSE

The purpose of this policy is to establish guidelines for the use of electronic restraint devices and to record instances where the device has been discharged intentionally or unintentionally.

13:2. POLICY

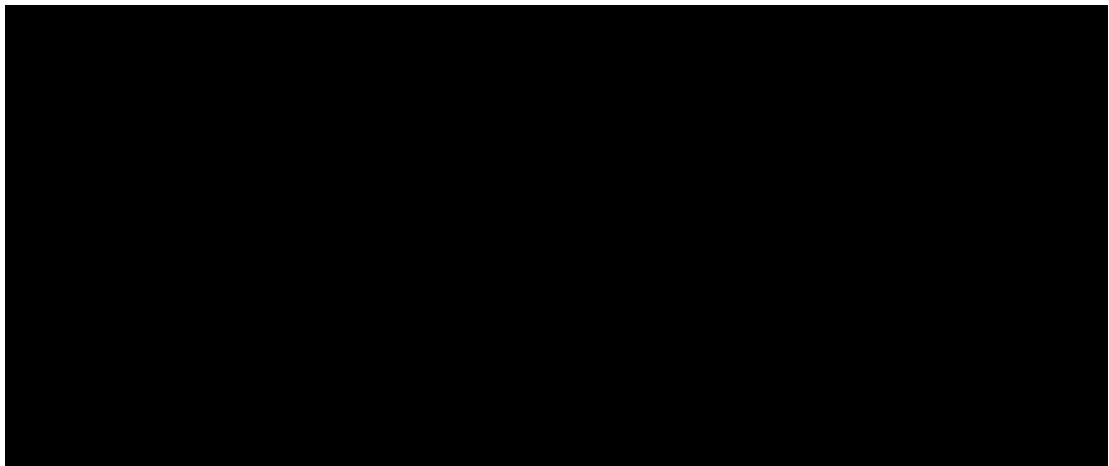
The Center Township Police Department has approved the use of electronic restraint devices (Taser X-26 or upgraded model) to provide officers with an additional use of force option for gaining compliance of resistance or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that the officers use electronic restraint devices when warranted, but only in accordance with the guidelines and procedures set forth here and in this agency's Use of Force policy, and after certification of this device. Only department issued Tasers may be carried and used by officers.

13:3. PROCEDURES

13:3.1. GENERAL DESCRIPTION AND USE/MISUSE

A. General Description (See Also Taser Use Policy)

1. Non-Lethal, electronically operated
2. Hand held



13:3.2. UNAUTHORIZED USE OF ELECTRONIC RESTRAINT DEVICES

- A. The electronic restraint device is classified as a true weapon.
- B. Unnecessary or wrongful use, including horseplay, will result in disciplinary action.

- C. Possible assault charges could occur through misuse of the weapon.
- D. When an electronic restraint device is used to affect an arrest, charges will be filed. The arrest and use of force report will document and justify use.
- E. An electronic restraint device will not be used to torture or attempt to gain information from a subject in custody.
- F. When an electronic restraint device is applied to a combative/resisting suspect, if there are no noticeable results on that subject within eight (8) seconds, the device should be holstered and a secondary plan of attack formulated.

13:4. EFFECTIVENESS

CAUTION: While the device is effective approximately 90% of the time, always is aware the device will not work instantly on everyone!

The electronic restraint device is effective on:

- A. Mentally disturbed persons,
- B. Extremely alcohol intoxicated persons,
- C. Persons under the influence of narcotics, drugs, vapors,
- D. Dogs.

13:5. MAINTENANCE

Wipe the electronic restraint device with a soft dry cloth from time to time. Inspect the cartridges and battery status of the Taser before duty.

AUTHORIZATION

Department employees authorize for an electronic restraint device on and off duty use.

14: DOMESTIC VIOLENCE

14:1. PURPOSE

Pursuant to 6105(a) of the Protection From Abuse Act, all law enforcement agencies within the Commonwealth of Pennsylvania are required to adopt a written domestic violence policy. With the inception of the Domestic Violence Unit in the Beaver County District Attorney's Office, this protocol is being distributed to all law enforcement agencies within the county to be implemented as the requisite written policy.

The principle purpose of this protocol is to establish guidelines and procedures to be followed by police officers and other personnel involved in the police response to domestic calls. Uniformity of procedure throughout the county will result in more effective utilization of police personnel, and offender rehabilitation.

Law enforcement agencies that set forth this policy and do not assure its implementation and evaluation endanger themselves and their communities, as well as run the risk of being sued under Federal civil rights violations.

14:2. POLICY

Domestic violence is a crime that differs from other crimes because of the intimate relationship between the victim and the accused. Because of this relationship, the victim is often uncooperative. Notwithstanding the difference, police agencies shall respond to domestic violence as they would any other crime. Police officers shall arrest if probable cause is found, as well as collect corroborative evidence of the crime to assure the case is not dismissed if the victim is uncooperative. Police also should provide victims with special assistance, including efforts to ensure that victims are informed of the services available (see Appendix C: Victim Services Notification).

14:3. SCOPE OF COVERAGE

This protocol applies to any police call reporting a disturbance between persons in a "covered relationship" to each other.

"Covered relationship" includes: Persons related by blood or marriage, persons who reside or formerly resided together, persons who are biological parents of the same child, and current or former sexual or intimate partners.

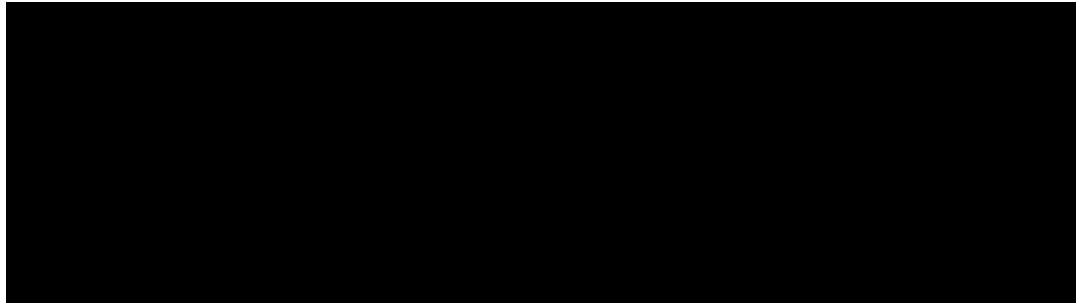
14:4. DISPATCHER RESPONSE

- A. Dispatchers under the direct supervision of a police department shall dispatch domestic calls in the same manner as any other call for police assistance.
- B. Dispatchers who serve multiple police departments should accord domestic calls the highest priority classification. Whenever possible, the dispatcher should assign a back-up unit.
- C. The dispatcher receiving a domestic call shall attempt to elicit from the caller, and communicate to the responding officer, as much of the following information as time and the exigencies of the reported incident will allow:
 - 1. The name of caller
 - 2. The nature of the incident
 - 3. The address of the incident, including apartment number or the name of the business
 - 4. A telephone number where the caller can be called back
 - 5. Whether weapons are involved
 - 6. Whether an ambulance is needed
 - 7. Whether the suspect is present and if not, the suspect's description, direction of flight, and mode of travel
 - 8. Whether children are at the scene
 - 9. Any injuries sustained by the victim
 - 10. Probation or parole status of suspect if known
 - 11. Any known P.F.A. orders
 - 12. Previous domestic calls to residence
- D. If the caller is the victim, the dispatcher should attempt to keep the victim on the telephone as long as possible and should tell the caller that help is on the way and when the caller can expect the police to arrive.
- E. If the caller is a witness to a domestic incident in progress, the dispatcher should keep the caller on the telephone and should relay ongoing information provided by the caller to the responding officer.

14:5. POLICE RESPONSE

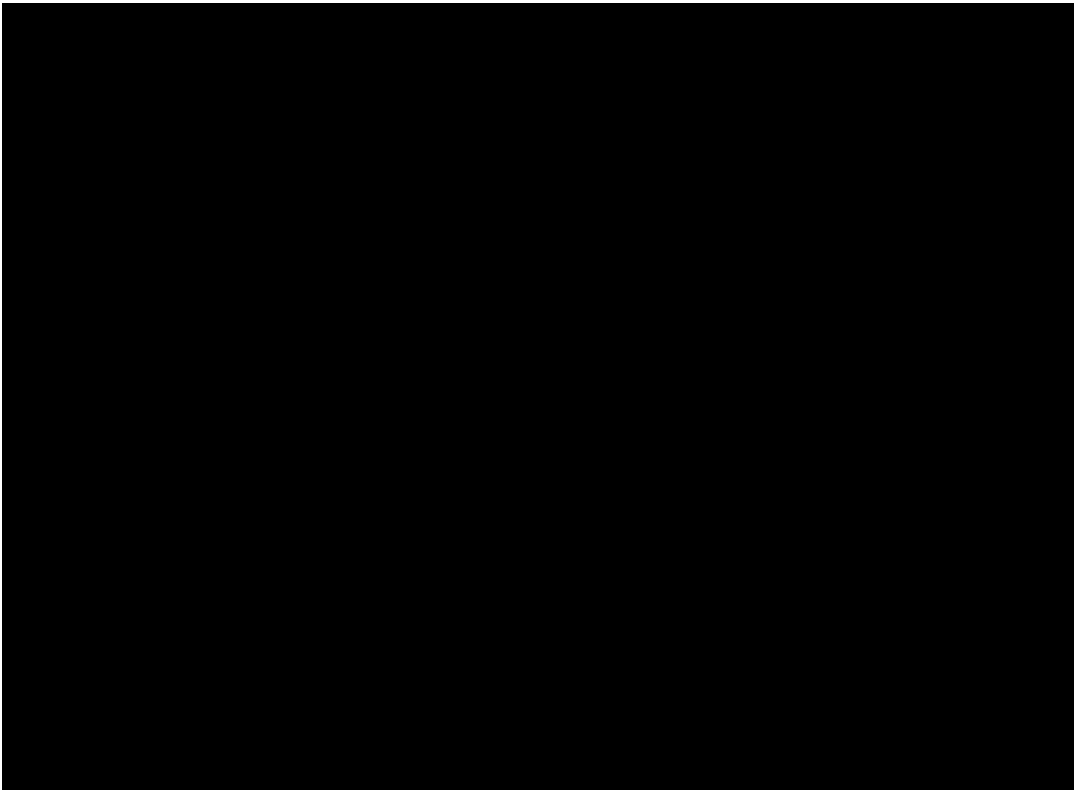


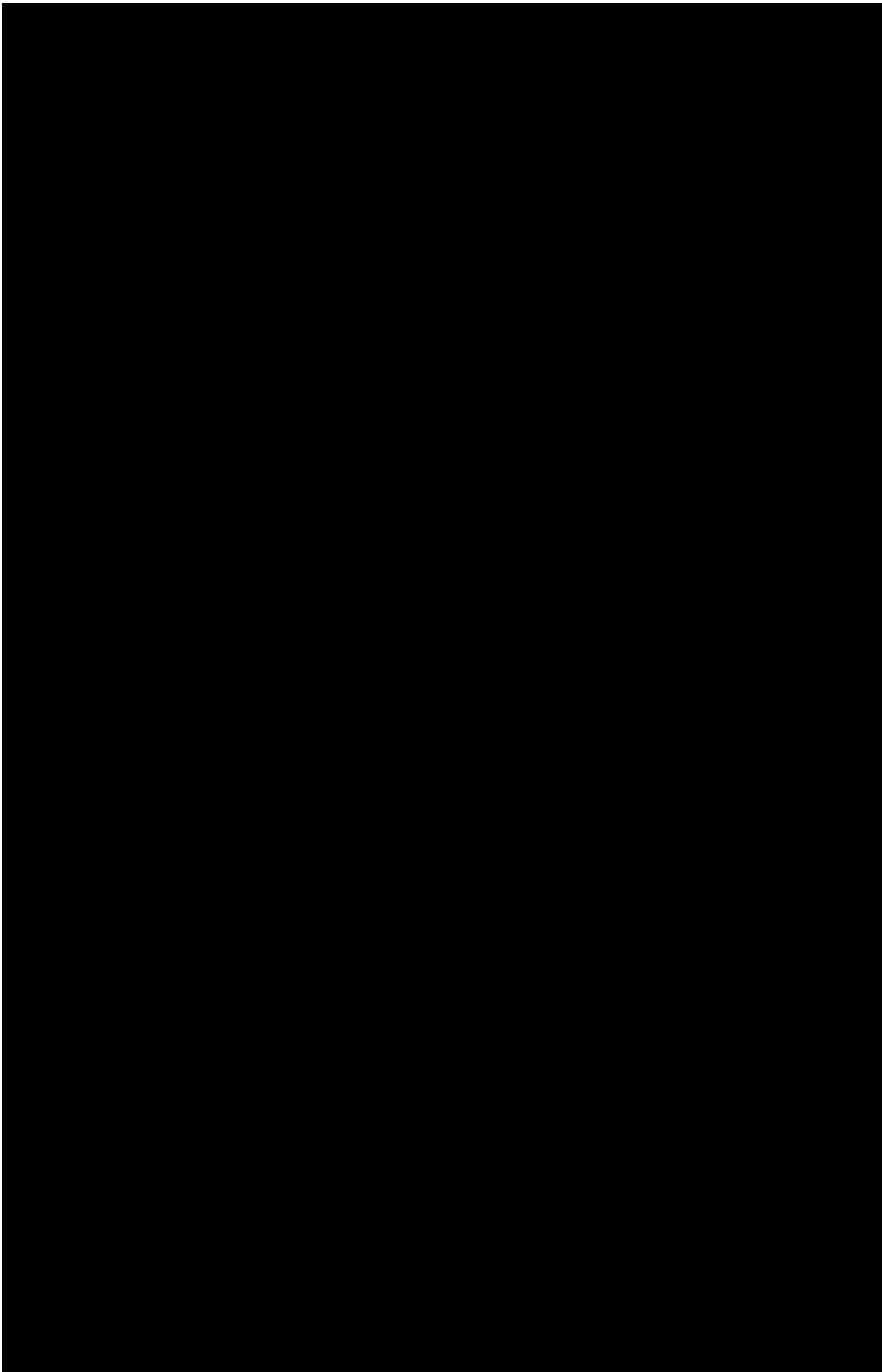
- B. The officer shall obtain all available information from the dispatcher before arriving at the scene and shall notify the dispatcher upon arrival.



- E. The officer should wait for backup assistance if necessary.
- F. The officer otherwise should employ standard precautionary measures in approaching the scene of the incident.

14:5.2. Initial contact with involved parties







14:5.3. Interviewing parties

- A. The responding officer shall interview the victim and the assailant as fully as circumstances allow. The officer should be alert to all possible incriminating statements.
- B. The officer shall ensure the victim's safety and privacy by interviewing the victim in an area apart from the assailant, witnesses and bystanders. In questioning the victim the officer should use supportive interview techniques such as:
 - 1. Using a low key manner
 - 2. Having a relaxed stance
- C. The officer shall ask the victim about previous domestic incidents, their frequency and severity
- D. If the victim is reluctant to talk, the officer should do the following:
 - 1. Exercise patience
 - 2. Give assurance that the violence of the assailant is not the victim's fault
 - 3. Give assurance that the victim is not alone in being a target of abuse
 - 4. Inform the victim of your commitment to breaking the cycle of violence
 - 5. Explain to the victim that an arrest does not necessarily mean a prison term for the offender
- E. The officer should not tell the victim what action he intends to take until all available information has been collected
- F. If the accused has been taken into custody or arrested prior to interview, the accused must be given his Miranda warnings before being questioned. If the accused has fled the scene, the officer shall solicit any information as to the direction he or she took, or possible whereabouts of the accused.
- G. If the officer has not been advised of the existence of a P.F.A. order, the officer should ask the victim whether there is such an order in effect, and if so, if the victim can produce a copy of the order or which police department would have a copy. The officer

should carefully note the effective period of the order and, if in effect, the restrictions of the order, to determine if there is probable cause to believe the order was violated.

- H. The officer should interview all witnesses that would give relevant testimony at the scene. If witnesses provided information on prior incidents, the officer shall document those incidents to establish a pattern.
- I. Children should be interviewed in a manner appropriate to the child's age. Signs of trauma and apparent healing of abuse wounds on the child should be noted by the officer.

14:5.4. Evidence collection

"How to prepare for victimless prosecution"

- A. The officer shall collect and preserve all physical evidence necessary to support prosecution, including but not limited to:
 - 1. Evidence of injuries - photos, victim statements, hospital records (obtain a waiver from victim first)
 - 2. Evidence substantiating the attack - weapons, torn clothing, smeared make-up
 - 3. Crime scene-photos
 - 4. Other statements - from any other witnesses (including witnesses' names, addresses, and telephone numbers), 911 tapes and call sheets, ambulance and hospital records
- B. The officer should encourage the victim to seek an emergency room examination. Emergency room photographs are excellent evidence of injuries. The officer should inquire about the injuries of the victim that are concealed by clothing. Also, because bruises, in some cases, do not appear for several days after an assault, the officer should ensure follow-up contact with the victim for photographs in case injuries appear later
- C. All physical evidence shall be collected, noted in reports, and vouched as in other criminal investigations

14:6. ARREST AUTHORIZED

The responding officer shall arrest the assailant whenever the arrest is authorized. If the officer makes a decision not to arrest, he must include in

his report of the incident a detailed explanation of the reasons why an arrest was not made. See 23 Pa. C.S. 6105 © (13)

A. Under current Pennsylvania law, a warrantless arrest is authorized in the following circumstances:

1. When an officer has probable cause to believe that a suspect has committed a felony
2. When an officer observes the commission of a felony or misdemeanor
3. When the officer has probable cause to believe that the suspect has committed a Domestic Violence misdemeanor as specified in 18 Pa C.S. 2711, which authorizes warrantless arrest. When the misdemeanor is involuntary manslaughter, simple assault or recklessly endangering another person, and the officer observes recent physical injury or other corroborative evidence, and the victim is the spouse of the suspect or a person with whom the suspect resides or has formerly resided.
4. When the officer has probable cause to believe that the suspect has violated a valid Protection from Abuse Order, the suspect should be arrested. No corroborative evidence is required.

B. The arrest decision

It is the officer's responsibility to decide whether an arrest should be made. The following factors along with probable cause should cause an officer to arrest a suspect:

1. A serious, intense conflict
2. Use of a weapon
3. Victim has had a previous injury or damage
4. The suspect has had previous court appearances for similar incidents
5. Previous attempts by victim to sever the relationship
6. Second call for service
7. When a felony has occurred
8. Evidence of drugs or alcohol at the assault
9. Damage or broken property in the house

10. Signs of lethality (a potential future homicide), which are:

- (a) Threats to kill
- (b) Violence in public
- (c) Stalking
- (d) Obsessive jealousy
- (e) Suicide attempts or threats of suicide by suspect

C. These factors SHALL NOT BE CONSIDERED in making an arrest:

- 1. The marital status of parties involved
- 2. Verbal assurances that the violence will stop
- 3. Concerns that the victim will not follow through with the prosecution
- 4. Disposition of any previous calls involving the same victim
- 5. Lack of visible injuries or bruises
- 6. Whether or not the victim has sought out and dropped previous P.F.A. orders
- 7. Concerns about reprisals against the victim
- 8. Denial by either party that the abuse occurred, when there is physical evidence of domestic violence
- 9. The racial, cultural, social, political or professional position, or the sexual orientation, of either the victim or the accused.

C. If the officer arrests for the commission of a crime, the officer shall confiscate all weapons used or threatened to be used in the commission of the crime, and such weapons shall be held as evidence.

D. If there is evidence of mutual battering and the officer concluded that one party was acting in self-defense, that party should not be arrested. If the officer concludes that one party was the principle aggressor, the officer should arrest only that party

E. If the officer arrests, he shall emphasize to both the victim and the accused that the criminal action being initiated is an action of the police and the victim cannot drop the charge

- F. If the victim doesn't want the batterer arrested, the officer shall still make the arrest, if there is probable cause of the crime. In such a circumstance the officer who arrests should detail the probable cause factors and should note that the arrest is being made contrary to the wishes of the victim
- G. If the abuser has left the scene, the officer shall do the following
 - 1. Determine if the premises are safe for the victim to stay
 - 2. Provide transportation for the victim to a safe shelter if necessary
 - 3. Attempt to locate and arrest the defendant

14:7. DETERMINATION OF CHARGES

- A. In many cases, it may be possible to charge the accused with criminal charges and with a P.F.A. violation based on the same incident. If this circumstance arises, the responding police officer should determine the following:
 - 1. Whether the victim has suffered an injury. If the victim has suffered serious bodily injury, the appropriate criminal charges should be filed.
 - 2. Whether it is necessary to immediately remove or apprehend the accused. The enhanced arrest powers provided in 18 Pa C.S. 2711 do not apply to all criminal charges (e.g. terroristic threats, defiant trespass). If the situation allows for a choice between such a criminal charge and a P.F.A. violation and the officer determines that the immediate removal or apprehension of the accused is warranted, the officer should pursue a P.F.A. violation.
 - 3. The current case law permits prosecution of criminal charges and P.F.A. violations based on the same incidents in limited cases. To avoid any possible double jeopardy problems, the arresting officer should determine which type of cases to pursue. If questions arise in specific instances, contact the Domestic Violence Unit.

14:8. EFFECTUATING THE ARREST

- A. The responding officer should take the accused into custody as soon as the officer determines that a warrantless arrest is appropriate. If a warrant is necessary, the officer should obtain and execute the warrant as soon as possible.
- B. If the accused is arrested pursuant to a warrant, the law enforcement agency shall make reasonable efforts to notify the victim of the arrest.

Unless the victim cannot be located, notice of the arrest shall be provided within 24 hours. Attempts at notification should be documented in the police report.

- C. Domestic disturbances involving prominent citizens, public officials, or police officers may present particular difficulties for the responding officer. In such circumstances, the responding officer should request the appropriate senior officer come to the scene. The responding officer should take whatever action is necessary to protect the victim and detain the assailant, while awaiting the arrival of the senior officer. When there is probable cause to believe the accused has committed a crime, the procedure following the arrival of the senior officer should be the same as it would be in any other domestic incident.

14:9. PRELIMINARY ARRAIGNMENT, BAIL RELEASE, AND VICTIM NOTIFICATION

- A. Once an arrest has been effectuated, the accused shall be afforded a preliminary arraignment without unnecessary delay. If the arresting officer is unable to take the accused for arraignment, the police officer who does so should adhere to the following steps:
 - 1. The police officer should always ask the presiding district justice for the following bail provisions, (if bail is granted)
 - (a) That the accused has no contact with the victim and/or witnesses, as necessary.
 - (b) That the accused be excluded from the victim's residence, place of employment, and/or school.
- B. If the accused is released on unsecured bond, or makes bail at the preliminary arraignment, the officer present shall immediately notify the victim of the accused release on bail, and the protective bail provisions.

14:10. PROCEDURE WHEN ARREST IS NOT AUTHORIZED

- A. If an arrest is not authorized because of the absence of probable cause to believe that a crime was committed, the officer shall:
 - 1. Create a calm atmosphere at the scene before leaving
 - 2. Assess the lethality of the situation before leaving
 - 3. To tell the victim to contact the Women's Center about emergency shelter and counseling. A signed copy of this notification will be

attached to the police report (see Appendix C: Victim Services Notification)

4. Upon request of the victim, should provide or arrange transportation to emergency housing or to a medical facility
5. Stand by while victims gather necessities for short-term absences from home, such as clothing, medication, and necessary documents

14:11. WRITTEN REPORT AND DATA COLLECTION

- A. Whether or not an arrest is made, an officer must fill out a domestic violence incident report in accordance with the protocol. The report shall include the following information:
 1. Names, addresses, and phone numbers of the victim, the accused, witnesses and the caller
 2. A second permanent address and telephone number for the victim (such as a close family member or a friend)
 3. A statement of the relationship between the victim and the accused
 4. A narrative of the incident (including the date, time, and whether the accused appeared intoxicated or under the influence of any controlled substance)
 5. What, if any, weapons were used or threatened to be used
 6. A description of injuries by the officer
 7. A description of any injuries by the victim but not observed by the officer and an indication that the injury was not observed
 8. Documentation of any evidence that would tend to establish that a crime was committed
 9. An indication of what arrest decision was made: warrantless arrest, arrest with a warrant; or no arrest
 10. Whether the accused actually was arrested or whether there is an outstanding arrest warrant
 11. The crimes with which the accused was charged
 12. If the accused was arrested or arraigned, whether bail was set and the conditions of the bail

13. If the officer did not arrest or seek an arrest warrant even though arrest was authorized, a detailed explanation of the reasons for the officer's decision not to arrest
14. The names and ages of any children present in the household; their address and phone number if children were relocated
15. Notation of previous incidents of which the officer is personally aware
16. Notation of previous incidents reported by the victim or witnesses

B. DATA COLLECTION

1. All written reports on the same person shall be kept together or cross-referenced so that repeat domestic violence can be monitored
2. The written report or computer entry generated from written report shall become a domestic violence tracking report
3. To the extent possible, the domestic violence report shall be accessible to dispatchers, police officers, prosecutors, and judges

14:12. FOLLOW-UP PROCEDURE

- A. If an arrest has been made the charges shall not be dropped, even if there is a request to do so by the victim.
- B. If a victim requests that the charges be dropped he or she shall be informed of the policy and told that the Domestic Violence Unit of the District Attorney's Office will be available for consultation with the victim to discuss the case, and the possible sentencing alternatives available in the case.

15: DRIVING UNDER THE INFLUENCE

15:1. PURPOSE

As a general rule the policy of the Department regarding the processing and release of persons arrested for violation of Pa. M.V.C. 3731 shall be in accordance with the Pennsylvania Rules of Criminal Procedure, Rule 130 (b):

- A. When a defendant has been arrested without a warrant for driving under the influence of alcohol or controlled substance, the arresting officer may, when he deems it appropriate, promptly release the defendant from custody rather than taking him before the issuing authority. In such event, a complaint shall be filed against the defendant and the case shall thereafter proceed as provided in Rules 2206 and 110.
- B. This procedure can only be utilized when the only violation alleged is Pa. M.V.C. 3731 or where accompanying violations are summary in nature.

15:2. PROCEDURE

15:2.1. ARRESTING OFFICER's responsibilities

- A. Whenever any person is suspected of violating Pa. M.V.C. 3731, the arresting officer shall perform a field sobriety test. This test will be conducted by requesting the actor to perform physical feats to determine sobriety. Based upon the findings of the field sobriety test, the officer may use his discretion and permit the person to continue on his way. The officer's discretion ceases once the actor is arrested and a blood test examination is performed. ANY READING OF .08 OR ABOVE WILL MANDATE INITIATING PROCEEDINGS.
- B. The blood test examination shall be performed by at Medical Center, Beaver or UPMC in Aliquippa.
- C. Whenever any person is arrested for violating Pa. M.V.C. 3731 pursuant to Rule 130(b) and has been found to be under the influence, the arresting officer shall conduct the proper wants and warrants checks to determine if that person is wanted or has any prior convictions for this same violation.
- D. If it is found that the actor is wanted for some other offense or violation, the actor shall be processed and arraigned as in any other arrest.

- E. If it is found that the actor is not wanted, the actor may be released into the custody of another responsible adult. In this instance, charges shall be filed by summons.
- F. Charges shall be filed at the first available opportunity by the arresting officer or by another officer filing on the information received.
- G. When the actor refuses to submit to any blood alcohol test as required by law, the arresting officer(s) will complete a refusal form. The refusal form shall be notarized and a copy placed in the arrest file. The original refusal form shall be mailed to the Bureau of Motor Vehicles.
- H. Should the circumstances warrant, when a person is arrested, and at the supervisor's discretion, the actor can be taken to the hospital for a blood and/or urine test. These tests are vitally important in cases where it is believed the actor is driving under the influence of drugs.

15:2.2. Supervisor's Responsibilities

- A. If it has been established that the person is a suitable Rule 130(b) candidate, the Supervisor shall see to it that the person most likely to come and escort the actor home is contacted. He will also ensure that this responsible person is notified of the status of the actor.
- B. When the responsible party arrives, the arresting officer and/or the Supervisor shall explain to the actor and the escort the nature of the criminal charges and how they will proceed. Officers shall obtain the responsible party's name and address and include this information in the reports.
- C. The Supervisor shall have the power and authority to release from custody without any other approval, persons charged with violating Pa. M.V.C. 3731 pursuant to Rule 130 (b).
- D. It shall be at the Supervisor's discretion whether to have the actor's vehicle impounded or to have it moved to a place of safety.
- E. Officers shall conduct a vehicle inventory regardless of where the vehicle is located. The vehicle inventory may assist the Supervisor in determining what to do with the vehicle.

15:2.3. CIRCUMSTANCES WHERE SUCH SUBJECTS SHALL NOT BE RELEASED

Persons arrested for violating Pa. M.V.C. 3731 only, or with other related summary offenses, and found to be under the influence SHALL NOT be released from custody under the following circumstances:

- A. If the subject cannot be properly identified.
- B. If he is wanted for some other violation or offense.
- C. Where there is no responsible party to accompany him if he is released.
- D. Where the subject resides out of state.

15:2.4. REPORTS

- A. The arresting officer(s) shall complete the appropriate reports.
- B. All reports shall be completed prior to the end of the shift unless otherwise directed by the Supervisor.

15:2.5. JUVENILE D.U.I. ARRESTS

- A. A juvenile shall be processed (field sobriety test, breath or blood and urine tests).
- B. The Supervisor shall ensure that the parents of the juvenile are contacted and he is released to them.
- C. The Supervisor shall ensure that the parents are informed that a juvenile petition will be filed with Juvenile Court for adjudication.
- D. Juvenile Officer to be notified as soon as possible and informed of the arrest.

16: **PATROL**

16:1. **POLICY**

The patrol function is a primary law enforcement function and embraces much more than the act of patrolling. It is a generalized function in which officers engage in a wide variety of activities to include, but not limited to, enforcing traffic/criminal laws, answering complaints, conducting follow-up investigations, community relations, transporting prisoners, crime prevention activities, etc.

Further, protecting life and property, maintaining a community sense of wellbeing as well as delivering satisfactory services to citizens are essential in fulfilling the police mission. Keeping these concepts in mind, the Police Department will determine police priorities and establish responsive allocation policies to coordinate and direct patrol services.

16:2. **PURPOSE**

The purpose of this order is to establish procedures for the coordination of patrol with other department functions, for the scheduling and assigning of officers, for roll call, and procedures that encourage optimum use of manpower. This policy will also outline specific patrol concepts and basic patrol operating procedures.

16:3. **PROCEDURES**

16:3.1. communications/Coordination/Cooperation Between Components.

All patrol officers must cooperate and exchange information with investigators and personnel of other functional areas of the Department. This cooperation and exchange is accomplished by, but not limited to:

- A. The sharing of information as to current activities, areas of needed assistance, etc.
- B. Attendance of all supervisory personnel at monthly staff meetings, where matters of Departmental as well as shift interest are discussed and ideas exchanged.
- C. Review daily by all patrol and supervisory personnel of offense/incident reports and miscellaneous information. This review should trigger the sharing of information and assistance.
- D. Review of and input from all personnel in development of new policies and/or procedures.

16:3.2. Patrol Coverage

The Department operates 24 hours a day, around the clock, seven (7) days per week to provide the citizens with law enforcement services. The Department will provide, generally, the same services at all hours of the day or night in relation to answering calls for service, emergency, preventive patrol, traffic enforcement, etc. Police services, however, are not defined as having the same number of officers per shift or necessarily performing the exact same functions on every shift.

A. Preventive Patrol

The patrol officer is responsible for the police mission in his/her sector and shall be constantly alert for violations of the laws and ordinances, making every effort to prevent breaches of the peace and offenses against persons and property. Preventive patrol duties shall include the following:

1. Constant, Unfixed Patrol: Except when answering specific calls or when otherwise instructed by a superior officer, officers shall carry out vigorous, continual patrol of their assigned area until the shift or assignment is complete. Officers shall leave the area only with the knowledge and permission of the Shift Supervisor. Officers shall give attention to and frequently recheck locations where the crime or accident hazard is great. As far as possible, officers shall not patrol on a fixed route or schedule, but shall alternate frequently, and backtrack in order to be at the location least expected.
2. Familiarization with Sector/Zone: Officers shall familiarize themselves with their sectors including all public businesses; offices, and their entrances, exits, skylights, fire escapes, and other possible escape routes. While making security checks of doors, officers shall further familiarize themselves with the locations of safes and night-lights, particularly noting changes in night-lights.
3. Vacant Houses: On each tour of duty, officers should check the vacant buildings on their shift, including those houses on vacation notice.
4. Houses or Buildings Found Open: When a door or window of a business or office building or closed house is found open under suspicious or unusual circumstances, the officer shall, if necessary, summon assistance to make a thorough investigation and determine, if possible, whether a burglary or other crime has been committed, and whether the door or window can be secured. Under circumstances indicating that an intruder is still inside a building, the officer should establish a containment position until

assistance arrives. Doors and windows should be secured if possible the owner of the building and/or business should be notified, if possible.

5. Suspicious Persons: At night or other times when the area is ordinarily empty, officers may, when the occasion demands, courteously but firmly question persons in the street or area as to their names, addresses, reason for being there, and other matters according to the circumstances. In many cases, such inquiries can begin with an offer to help.
6. Police Business: An officer on patrol duty who must return to the Township Building to conduct police business should, after informing the Shift Sergeant or ranking officer, park in the designated area, conduct his business promptly, and return to his patrol sector as soon as possible. Police business should always be transacted in the shortest possible time, allowing all members to return to assigned patrol.
7. Reports: During each tour of duty, every officer will complete all reports required on the proper forms.
8. Directed Patrol: Using patrol analysis techniques, manpower utilization studies, and crime analysis, patrol management/shift supervisors will direct personnel to patrol specific high incident/crime locations or actively enforce designated violations. This directed patrol would more effectively use personnel that are otherwise not actively or measurably fulfilling the police mission. This patrol procedure is used as part of a specified plan to accomplish a particular activity during non-committed 'in-service' time. This activity can be general or specific.
9. Split Patrol: In order to best use patrol manpower and be more effective, split patrol can divide patrol responsibilities in any given area. Responsibilities can generally be split into "reactive: and "proactive" patrol units. "Reactive" patrol units have the responsibility of answering all service calls, while "proactive" units handle preventative patrol or directed patrol.

B. Area Rotation Frequency

Shift commanders should rotate area assignments as frequently as believed necessary to maintain a high level of officer interest and responsiveness in the law enforcement needs of the district.

C. Sharing Significant Police Area Information

Officers assigned to areas are encouraged to share significant law enforcement information concerning their areas with other officers relieving them on the same shift or with other shift officers covering the same area.

16:3.3. Scene of Crime or Accident

A. Officer-in-Charge at Scene of Crime or Accident

At the scene of a crime, accident, or other incident, the ranking officer present shall assume command and direction of police personnel, so as to accomplish the police task in the most orderly and efficient manner. When two or more officers of the same rank are present and one of these is assigned to the follow-up investigative detail, that ranking officer will be in charge. This provision is intended to assure that the officer assuming control of the efforts of subordinate members who may be assigned to the case will become acquainted with the facts and make sure that appropriate action is being taken or initiated.

B. Responsibilities of First Officers To Arrive at Scene of Crime or Accident

The first member(s) to arrive at the scene of a crime or accident shall take the following actions, as they apply to the situation:

1. Medical Assistance: Summon medical assistance and administer first aid as required to prevent further injury or loss of life.
2. Involved Persons: Apprehend violator and/or detain suspect(s), victim(s) and witness(s) for interrogation.
3. Secure Scene: Secure the scene, excluding all unauthorized persons and preventing any actions that would interfere with the investigation or destroy evidence.
4. Preliminary Investigation: Unless otherwise directed, conduct a preliminary investigation. It shall be as thorough as possible within the guidelines for investigative encounters. It shall include attempting to obtain statements and other information from those involved or present, and thoroughly searching the scene in order to locate, collect and preserve physical evidence, utilizing proper techniques.
5. Major Crime: In the case of an apparent homicide, large burglary or theft, or other major crime, the Senior Sergeant or Chief of Police will be called to the scene as soon as possible, and will take charge of the preliminary investigation. He will also determine if the Beaver

County District Attorney's/Detective's office will be notified and/or the Pennsylvania State Police to assist in the investigation.

6. Serious Accident: In the case of a serious accident, a complete investigation will be conducted using all possible resources available to the Department. A serious accident is one involving a fatality, severe personal injury, or extreme damage to vehicle(s) or property.
7. Analysis of Evidence: All physical evidence collected at the scene of a crime or accident shall, when necessary, be promptly submitted to the evidence custodian. (See Chapter 6).
8. Records and Reports: Complete all necessary records and reports
9. Follow-up Investigations: any patrol officer can conduct follow-up investigations with permission from his/her shift supervisor. These follow-up investigations should be coordinated with the Senior Sergeant and/or the Chief of Police.

16:3.4. Court Appearance

Officers will appear in local, county, state, and federal courts as required. Officers missing a scheduled court date will notify the Chief of Police explaining his/ her absence.

16:4. VEHICLE EQUIPMENT

16:4.1. Marked Police Vehicles

Marked police vehicles will have the seal of the Police Department, along with the reflective words "POLICE" and the emergency phone number of the Department's service area conspicuously displayed. Further, striping on each marked vehicle will be reflective allowing easy identification even from a distance.

Each marked vehicle used for patrol will be equipped with the following emergency equipment in operational order:

- A. Red/blue, or red/white/blue roof lights.
- B. A siren approved by the Department.
- C. A mobile radio transceiver.
- D. A public address system.
- E. Exterior spotlight and interior light to write reports.

- F. Alley lights.
- G. Alternate flashing headlights.
- H. Restraining devices for each occupant.

16:4.2. Unmarked Patrol Vehicles

Each unmarked patrol vehicle will be equipped with the following equipment in operational order:

- A. Red/red/blue, or red/white/blue lights or flashing grill lights or alternating, flashes headlights.
- B. A siren approved by the Department.
- C. A mobile radio transceiver.
- D. A public address system.

16:4.3. MRAP

16:4.3.1. PURPOSE

To provide criteria for the use of The Center Township armored personnel carriers, equipment vehicles, and K-9 vehicles, and establish an operational guide for their appropriate use.

16:4.3.2. NEED

When confronted with situations involving subjects who may be armed with firearms, it is essential that the team use the protective qualities of out armored vehicles whenever possible. Appropriate response with these vehicles limits a subject's ability to kill or harm team members through direct fire. Additionally, equipment vital to the mission is stored and transported on the team's equipment vehicles, armored vehicles, and K-9 vehicles.

16:4.3.3. CONCEPT

The "Mine-Resistant Ambush Protected (MRAP)" vehicle is considered heavy armor. This armored vehicle provides mobile cover from most rifle

and handgun rounds.

The agency which houses and/or stores any SRT vehicle shall be responsible for keeping the vehicle clean and fueled. Repairs shall be pre-approved through the Chief of Police.

16:4.3.4.Planned Operations

The suspect's known/assumed weapons shall be a primary factor in the Team Leader's choice of armored vehicles. The equipment vehicles shall be utilized on every pre-planned operation unless circumstances dictate it is not necessary. The K-9 vehicle use will be determined at the individual handler's discretion upon consultation with the team leader or Chief of Police.

16:4.3.5.Evolving Incidents

The MRAP shall be brought to the staging area and used as the situation dictates.

16:4.3.6.Deployment

Attempts will be made to have a fully marked police vehicle escort the MRAP when traveling on public roadways to and from incidents, when time and resources permit. Only trained drivers shall drive the MRAP. An "Assistant Driver" (A-driver) shall accompany the driver at all times, unless an absolute emergency exists. A-drivers do not need specialized training in order to assist trained drivers. The duty of the A-driver is to provide extra orientation surrounding the MRAP while it is in motion. The A-driver will also provide assistance to the driver while backing the MRAP, and any other duties needed during operation of the MRAP.

16:4.3.7.Driver Qualification

MRAP driver training shall consist of a sixteen (16) hour introduction course. The course shall include orientation to the vehicle and a driving course. Orientation shall include safety aspects and hazards of the vehicle, operation, and maintenance. Driving shall include backing, turning, acceleration, and braking.

16:4.3.8.Police Officers

Designated officers shall be trained on the use of and will be familiar with all vehicles utilized during SRT operations.

16:4.4. Recommended Equipment for Patrol Vehicles

Each vehicle used exclusively for patrol may have the following equipment in addition to required emergency equipment:

- A. Prisoner transport cage.
- B. Emergency blankets.
- C. Flashlight
- D. Bag-mask resuscitator (airways).
- E. Measuring wheel.
- F. Hazardous materials guide book.
- G. One pair work gloves.
- H. Fire extinguisher.
- I. Street reference.
- J. Flares.

16:4.5. Testing Emergency Equipment

Prior to assuming active patrol status, a complete check of the police cruiser will be made by each officer. All equipment and contents of the vehicle will be checked to make sure everything is in working order except the siren.

16:4.6. Interior of Police Vehicle

Each officer using that vehicle shall keep the interior of each police vehicle as clean as possible. Loose items should be stored in such a manner as to stop them from becoming projectiles that might injure the officer in the event of an accident. No items will obscure the officer's vision through the windshield. NO SMOKING OR TOBACCO USE IN POLICE VEHICLES.

17: MOTOR VEHICLE STOPS

17:1. PURPOSE

It is the purpose of this policy to establish guidelines for stopping and approaching motorists in a manner that promotes the safety of the officer and the motorists.

17:2. POLICY

Although stopping motorists on the highway for traffic violations or other purposes is often considered a routine function of patrol officers, it is one that has been demonstrated to be potentially dangerous for both officers and motorists even during apparently "routine" situations. Therefore, it is the policy of this department that motor vehicle stops shall be performed professionally and courteously, and with a view towards educating the public about proper driving procedures while consistently recognizing and taking the necessary steps to minimize the dangers involved in this activity for the officer, the motorists and other users of the highway.

17:3. PROCEDURES

17:3.1. Stopping and Approaching Traffic Violators

The following procedures are to be followed whenever possible. It is recommended that varying conditions such as roadway construction, volume of traffic, and the urgency of making vehicle stops may require officers to adjust these procedures to particular situations.

- A. Officers shall perform vehicle stops only when they have articulable reason to do so.
- B. Once an initial decision has been made to stop a motorist, the officer shall select an area that provides reasonable safety, avoiding curves, hills, heavily trafficked and poorly lit areas and roads without shoulders. Whenever possible, the officer shall also avoid the use of private drives, business locations and areas where a large volume of spectators are likely to gather.
- C. When a location has been selected for the stop, the officer shall notify the communications center of its nature - providing unit location, a description of the vehicle, vehicle tag number and the number of occupants. At the officer's discretion or dispatcher's request, additional information may be exchanged.

- D. At the desired location, the officer should signal the operator to stop at the far right side of the roadway or at safest shoulder by activating the overhead emergency lights and siren as necessary.
 - 1. On multi-lane roads, the officer may facilitate movement to the right shoulder by gradually changing lanes behind the violator until the right side of the roadway is reached.
 - 2. Should the violator stop abruptly in the wrong lane or location, the officer should instruct him to move by using the appropriate hand signals or by activating the vehicle's public address system.
- E. Once properly stopped, the officer should position the police vehicle about one-half to one car length behind the violator's vehicle and at a slight angle, with the front approximately 2 feet to the traffic side of the violator's vehicle.

At night, the spotlight should not be used to direct the violator but may be used to illuminate the vehicle's interior once stopped. The patrol vehicle should use its low beams if high beams would blind oncoming motorists.

- F. When exiting the patrol vehicle, the officer should be particularly alert to suspicious movements or actions of the vehicle operator or passengers.
- G. Approaching from the driver's side, the officer should be observant of the passenger compartment and stop at a point to the rear of the trailing edge of the left front door in order to communicate with the driver.
 - 1. Where circumstances dictate, particularly where traffic is close enough to create a potential problem, the officer may choose to approach the violator's vehicle from the right-hand side and stop at the trailing edge of the right front door.
 - 2. When the violator's vehicle has occupants in the rear seat, the officer should approach to a point near the leading edge of the left front door, being particularly observant of occupant movements and choosing a path that will not allow the occupants to thrust the door open against the officer.
 - 3. In two-officer police vehicles, the passenger officer shall be responsible for radio communications, note taking and relaying messages to the communications center. He will also act as an observer and cover for his fellow officer.
- H. Non-uniformed officers operating unmarked patrol vehicles with concealed emergency lights and siren shall not normally make vehicle

stops for traffic violations. In situations where failure to act would create unreasonable risks of injury, death or significant property damage, such personnel shall contact the communications center to request a marked patrol unit to make the stop and may, depending upon the urgency of the situation, activate emergency lights and siren to make a traffic stop.

- I. Non-uniformed officers operating vehicles not equipped with emergency lights or siren shall not make motor vehicle stops unless there is imminent danger of loss of life should they fail to act. In other less urgent cases that demand attention, officers shall contact the communications center, request that a marked patrol vehicle perform the stop, and assist in directing the marked unit to the subject vehicle's location.

17:3.2. Issuing Citations

- A. When issuing citations, conducting roadside sobriety test or conversing with the violator, the officer and other parties shall be positioned to the side of the road, clear of the motor vehicles. At no time shall the officer or others stand in front of, between or behind the stopped vehicles.
- B. During the stop, the violator should remain in his motor vehicle while the officer writes the citation or conducts other business. Violators should not be permitted to sit in patrol vehicles while citations are being prepared or other police business is being conducted.
- C. When preparing citations, the officer should position paperwork and related materials in a manner that allows him to maintain vantage over actions of the violator and other occupants.

17:3.3. Stopping and Approaching Motorists

In cases where a motorist must be stopped from oncoming traffic, the following actions may be taken:

- A. Drive the police vehicle to the extreme right portion of the roadway and, as the violator approaches, signal him to stop by using hand signals and emergency lights.
- B. Because of the potential hazard involved, an officer shall not leave his vehicle when attempting to stop oncoming motorists.
- C. If the subject motorists comply with the instructions, the police vehicle may then be turned around and appropriately positioned to the rear of the violator's vehicle.

- D. Should the motorists fail to comply with the officer's instructions, the officer should turn the vehicle around and pursue, stop, and approach the violator in the prescribed manner.

17:3.4. Stopping a Following Violator

When stopping a motorist to the rear of the police vehicle the following procedures may be followed:

- A. The officer should drive to the right shoulder of the road and, as the violator approaches, signal him to stop.
- B. The officer should not exit his vehicle in order to signal the subject motorists.
- C. Should the motorists fail to comply, the officer should return to the roadway and stop and approach him in the prescribed manner.

17:3.5. Making High-Risk Vehicle Stops

The following procedures may be employed when an officer initiating a vehicle stop has reason to believe that the occupants may be armed and dangerous:

- A. When planning to stop the suspect vehicle, the officer shall notify the communications center, described in detail the nature or reason for the stop, provide information on the vehicle, tag number and number of occupants; request appropriate assistance to make the stop.
- B. An officer should not individually initiate high-risk vehicle stops unless back-up units will not be available in an appropriate amount of time or the urgency of the situation demands immediate action.
- C. After selecting an appropriate location and with adequate support units in position, the officer should signal the suspect to stop.
- D. The officer initiating the stop, or the officer with the best observation point, should issue verbal commands to vehicle occupants through the vehicle's public address system, if available
- E. Once the suspect vehicle has stopped, officers should exit their vehicles quickly and assume positions of cover followed without hesitation or suspicious movements.
- F. The operator of the suspect vehicle should be ordered in separate commands to do the following: lower his window,

remove the ignition keys with his left hand, drop them on the ground, open the door from the outside, step out of the vehicle, turn completely around, face away from the officers, walk backward until commanded to stop and lie face down on the ground with hands stretched far to the sides.

Subsequent occupants should be commanded until all are in position to be handcuffed and searched

- G. With appropriate cover, officer should then approach the suspect vehicle to inspect the passenger compartment and trunk

17:3.6. Stopping Oversize and Overweight Vehicles

In the event an officer needs to stop commercial and similar oversize or overweight vehicles, the following procedures should be followed:

- A. Select a location for the stop that provides enough room for the vehicle and sufficient stability to support the vehicle's weight, and allow the operator sufficient time and distance to make the stop.
- B. Approach the cab from the rear, using the driver's outside mirror to observe the driver and activity in the cab.
- C. Never climb onto the vehicle to make contact with the operator. Maintain a position to the rear of the driver's door and ask him to exit the vehicle, if and when necessary.
- D. When truck is taken to scale for suspected overweight violation. Chief and departments weight masters to be notified immediately.
- E. All cases that involve perishable commodities must be addressed prior to impound truck as to not create a loss of properties.
- F. In the event that fines for overweight vehicle are not paid in reasonable manor before district magistrate. Beaver County Sheriff to be notified and vehicle to be impounded pending payment of accused fine for violation.
- G. All overweight vehicles to be parked temporary at Moore Industrial Park to left of front entrance. Document time parked and time departure on incident report.

18: TRAFFIC ACCIDENT INVESTIGATIONS

18:1. POLICY

The Center Township Police Department strives to reduce the incidence of highway traffic accidents through aggressive highway traffic law enforcement and through traffic accident investigations of those accidents occurring within the Township.

18:2. PURPOSE

The objectives of reducing the incidence of property damage, injuries, and deaths as a result of traffic accidents are accomplished through the prompt administration of basic and advanced life support (as required) to those injured in traffic accidents. This is accompanied by immediate response to the accident scene with efforts to keep the scene from compounding itself and efforts made to secure, seize, and/or document all evidence which may be pertinent to an accident investigation.

18:3. PROCEDURES

The product of the accident investigation, the AA-45-Revised 1/92 Form, along with its supplemental forms, measurements, diagrams, statements, and photographs (where applicable) are used to determine culpability, or to objectively indicate the events of the accident where appropriate, pending criminal action and/or charges under Title 75. This information gathered will also be used by the Pennsylvania Department of Transportation for statistical analysis when warranted.

Information gathered through investigative reports shall be compiled by the agency in an effort to identify specific highway conditions and hazards in an attempt to eliminate unfavorable driving conditions.

18:3.1. DEFINITION OF AN ACCIDENT

- A. In Pennsylvania, a reportable accident is an unforeseen event that occurs while a motor vehicle is in transit that results in a death, injury, or property damage to the extent the vehicle was towed from the site due to damage sustained in the accident. Pennsylvania follows the guidelines set by the National Safety Council, which states that any deliberate act by a driver is not an accident. The officer must be able to prove that something was intentionally committed. This includes suicide or homicide with a vehicle and injury or property damage purposely inflicted.

Further, only vehicles involved in direct contact with one another shall be listed as vehicles involved. Even if an operator is charged with a

violation that caused or contributed to the causation of an accident, that vehicle is not listed as a vehicle involved. This data, however, must be included in the narratives of accident reports.

B. Traffic accident investigations and reports as mandated by Title 75, the Pennsylvania Vehicle Code.

1. Section 3746 - IMMEDIATE NOTICE OF ACCIDENT TO POLICE DEPARTMENT

- a) Any traffic accident meeting the requirements of 3746 will be known as that of a "reportable" nature, and a copy will be forwarded to the Pennsylvania Department of Transportation Center for Highway Safety.
- b) Other less serious accidents will be termed non-reportable. Any investigations and/or reports of non-reportable accidents shall be maintained in township files.
- c) All forms will be supplied, as amended, by Penn DOT:
 - 1) Reportable accident investigations will be reported on the state form AA-45 (original and one copy).
 - 2) Those non-reportable accidents which must be brought to the attention of this agency will be reported on State Form AA-45
 - 3) All follow-up reports, including addition/deletion of pertinent information, verbal statements, etc., will be submitted on the standardized Form AA-45S Revised 1/92.
 - 4) As required by 3746(c) of Title 75, The Vehicle Code, written notice of accident investigation will be provided to all principal parties of an accident investigation. This notice will be served on Center Township Police Department Accident Information Form (see Appendix C)

2. Upon notification of a traffic accident, a police officer will be assigned to investigate the occurrence or respond to the scene to initiate an investigation.

- a) Citizens or principals involved in accidents who wish to "call in" a report, after exchanging information, will be required to present the damaged vehicle on station for inspection by the officer (unless the citizen is a township resident or resides within close proximity which will allow a patrol officer to answer the report as most any other complaint received).

- b) Non-reportable accident reports will not be taken over the telephone without a visual inspection of the damaged property and/or an investigation as required by this policy.
 - c) All traffic accident investigations and reports shall. By their duration and depth of investigative effort, reflect and be proportionate to the seriousness or harm done as a result of the accident.
 - d) If possible, the results of all traffic accident investigations will be submitted at the end of the investigating officer's shift.
 - e) The Shift Supervisor, and the Pennsylvania State Police will investigate traffic accidents involving vehicles owned and/or maintained by the township.
3. The patrol officer shall normally be responsible for investigating traffic accidents occurring within the area or areas assigned to him/her during a tour of duty. Said officer will have the responsibility and authority to request additional assistance from other officers and/or Emergency Medical Services (OEMs) as required. In cases of great severity, it will be the responsibility of the Shift Supervisor or his designee to assign the most qualified personnel possible to investigate or assist with the investigation to ensure the thoroughness and completeness of the investigation.
4. Responsibilities of first officers at the scene include:
- a) Protecting accident scene from compounding or involving others.
 - b) Administering basic relief support measures pending arrival of ambulance and/or paramedics.
 - c) Summoning additional help.
 - d) Preserving short-lived evidence.
 - e) Locating witnesses and recording information.
 - f) Arranging for the clearing of the roadway to resume normal traffic patterns
5. Accident scene information collection and documentation. Information to be collected at the scene may include, but is not limited to, the following:
- a) Interviewing principals and witnesses.

- b) Examining and recording vehicle damage.
 - c) Examining and documenting physical effects of accident left upon roadway and surrounding structures.
 - d) Locating and measuring all applicable aspects (roadway dimensions, P.O.I., skid marks, etc. of the traffic accident.
 - e) Providing for photographs.
 - f) Exchanging information among principals (conditions permitting). Issue Center Township Police Department Accident Information Form.
6. Follow up activities which may be required to complete as investigation may include:
- a) Additional data (measurements, photos).
 - b) Obtaining formal statements or more complete information from witnesses or principal.
 - c) Submitting evidence for lab analysis.
 - d) Reconstructing accident sequence.
 - e) Preparing follow-up reports to keep file up to date concerning case status.
7. As in any other type investigation, should the investigation of a traffic accident reveal probably cause to believe that some applicable vehicle standards, traffic law or criminal statute to have been violated, the investigating officer may proceed with arrest in accordance with prescribed applicable rules of summary and/or criminal procedure, as amended.

When presented with a traffic accident investigation involving a fatality, fatality while DUI, or the likelihood of a fatality evolving from an incident, the investigating officer will contact the Beaver County District Attorney's Office for consultation.

19: IMPOUNDED VEHICLES

19:1. PURPOSE

In order to prevent loss to the citizen whose vehicle is impounded, all impounded vehicles and the contents of all impounded vehicles will be inventoried.

19:2. POLICY

It is the policy of this Department to protect all impounded vehicles and the contents of all impounded vehicles.

- A. All vehicles to be impounded shall be surveyed at the location of impoundment prior to towing or moving. At that point on a survey of the exterior of the vehicle shall be made indicating a general description of the vehicle and all damage apparent to the vehicle. It shall also be noted if the vehicle interior is locked. If it is not, a cursory examination shall be made noting obvious contents of the vehicle shall be conducted. If owner is present at location of impoundment, have owner initial inventory.
- B. On movement of vehicle note the name, and business address of person moving the vehicle and method of transportation.
- C. The location of the place of storage is to be noted along with the cost of storage.
- D. At the place of storage the entire vehicle including trunk, glove box and console compartment shall be examined for damage and/or contents. Any damage in addition to damage noted at the scene shall be noted.
- E. All contents not seized as contraband or evidence shall be secured at the officer's discretion for safekeeping and returned to the proper owner. (Note location of property.)
- F. An attempt shall be made when practical to secure vehicle owner or possessor's signature to the inventory and a copy furnished to him/her.

20: PRISONER SEARCH AND ESCORT

20:1. POLICY

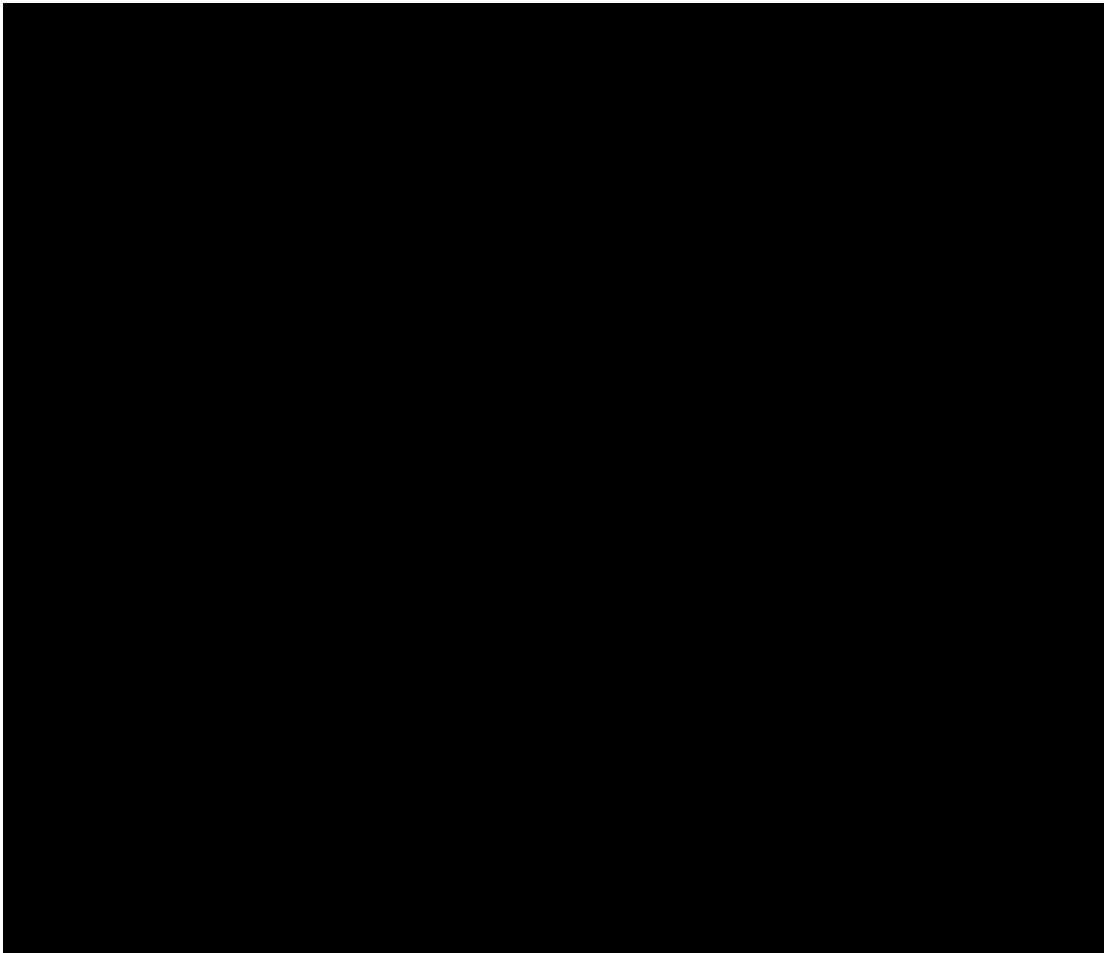
Physical contact between the arrestee and the arresting officer makes the acts of apprehension, search, and escort potentially hazardous in every arrest situation. Officer safety is the primary concern of the officer as he/she approaches, and is required to physically control any person.

In all instances, probable cause as defined by Pennsylvania Statute, or the officer's belief that probable cause exists must be present prior to initiating an arrest.

20:2. PURPOSE

To describe how a single officer can safely approach, cuff, search an actor, and place the actor under arrest.

20:3. PROCEDURES



1. Head, hat, other headgear
2. Collar and shoulder area.
3. Front of chest, and armpits - pockets.
4. Center, middle, and lower back.
5. Front of abdomen, belt, and waist area.
6. All pants pockets.
7. Each leg, starting at crotch area, and working to shoe.

NOTE: If weapons are found, secure them away from actor.

- G. Place the actor in the right rear of a police car and secure seat belt.
- H. Adjust mirrors so the actor can be observed from the front seat.
- I. Turn on dome light.
- J. If available, wait for backup unit to escort, following unit with actor inside.

21: **TRANSPORTATION OF PRISONERS**

21:1. **PURPOSE**

The Purpose of this policy is to provide guidelines on the transportation of all persons in custody of a law enforcement officer.

21:2. **POLICY**

It shall be the policy of this law enforcement agency to take the precautions necessary while transporting prisoners to protect lives and safety of the officers, public and the persons in custody.

21:3. **PROCEDURES**

21:3.1. Vehicle Inspection

- A. At the beginning and end of each tour of duty, all vehicles regularly used for prisoner transport shall be inspected for readiness 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 should be deactivated; and
 - 4. The interior shall be thoroughly searched to ensure that no weapons, or contraband have been left or hidden within the vehicle.
- B. Prior to placing a prisoner in the vehicle for transport, the transporting officer shall again inspect the interior for weapons or contraband. The vehicle shall be searched again after the prisoner has been delivered to the detention facility or other destination.

21:3.2. Handcuffing

- A. Officers shall handcuff (double lock) all prisoners with their hands behind their back and palms facing outward.
- B. The officer may handcuff the prisoner with his/her hands in front, or utilize other appropriate restraining devices where the prisoner:
 - 1. Is in an obvious state of pregnancy;
 - 2. Has a physical handicap; or

3. Has injuries that could be aggravated by standard handcuffing procedures
- C. Prisoners shall not be handcuffed to any part of the vehicle during transportation.
- D. Additional approved restraint devices may be used to secure a prisoner who violently resists arrest or who manifests mental disorders such that he poses a threat to himself or to the public.

21:3.3. Transport

- A. Prior to transport, all prisoners shall be thoroughly searched for any weapons or tools of escape.
 1. If practical, the protective search should be conducted by an officer of the same sex as the prisoner, and
 2. The transporting officer should search the prisoner, unless a search was conducted in his presence.
- B. When transporting prisoners, the officer shall provide the communication's center with the following information when possible.
 1. Arrest location and destination of transport; and
 2. Time and mileage readings before and after transport.
- C. The officer should use care when assisting a prisoner into the vehicle for transport.
- D. Prisoners shall be transported in the following manner:
 1. Where the vehicle has a security screen, but only one transporting officer, the prisoner shall be placed in the back seat on the right hand side of the vehicle. 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.
 2. When a prisoner is being transported in a two-officer vehicle without a security screen, the prisoner shall be placed in the right rear seat. The second officer shall sit in the left rear seat behind the driver.
 3. Leg restraints shall be used when an officer believes the prisoner has a potential for violent behavior.

4. One transporting officer should not attempt to transport more than one prisoner in a vehicle without a security barrier, but should request transport assistance.
5. All prisoners shall be secured in the vehicle by proper use of a seat belt.
- E. Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of, the prisoner.
- F. Prisoners shall not be left unattended during transport. Any escape shall be immediately reported to the communications center.

22: JUVENILE OPERATIONS

22:1. POLICY

22:2. PURPOSE

It shall be the purpose of this written directive to establish procedures and criteria governing our departmental operations as they relate to juveniles.

22:3. THE JUVENILE OPERATIONS FUNCTION

The juvenile operation function shall be an all-encompassing departmental function. All members shall be responsible for participating in and supporting the department's juvenile operations function as it is shared by all departmental components and its personnel. All sworn members should be familiar with handling juvenile problems both criminal and non-criminal. The juvenile operations function shall include the following:

A. Designing and implementing programs intended to prevent and control delinquent and criminal behavior by youth;

- 1) This function shall primarily be the responsibility of the Chief of Police and the members of the juvenile function

B. Follow-up processing of youth arrests

- 1) The responsibility of ensuring the fulfillment of this function shall belong to the arresting officer unless specifically relieved of the responsibility by the Chief of Police;

C. Coordinating or preparing court cases in which a juvenile offender is involved;

- 1) The completion of this function shall also be the responsibility of the arresting officer unless specifically relieved by the Chief of Police;

D. Diverting juvenile offenders out of the juvenile justice system and adjusting cases;

1. This function shall be the responsibility of the officer acting as the lead investigator on the case.
2. Cases shall be adjusted in order to ensure that the least coercive alternative, among reasonable alternatives, consistent with preserving public safety, order, and individual liberty is utilized. Criteria and

procedures governing this particular function shall be provided in a later section of this written directive.

The juvenile function shall consist of officers responsible for the youth and school education/crime prevention programs

The officer in charge of the school program shall also be the officer in charge of the juvenile function

Responsibilities of the members of the juvenile function shall include, but not limited to, the following:

- A. Designing and implementing programs intended to prevent and control delinquent and criminal behavior by youths;
- B. Conducting as many investigations of incidents involving juvenile offenders as possible;
- C. Divert juvenile offenders out of the juvenile justice system and adjusting cases;
- D. Assist patrol officers in juvenile cases;
- E. Maintain a liaison with other agencies and organizations associated with the juvenile criminal justice system;
- F. Advise the Chief of Police on all matters pertaining to juveniles;
- G. The officer in charge of the juvenile function shall conduct an annual evaluation of all enforcement and prevention programs relating to juveniles and advise the Chief of Police, either verbally or in writing, of recommended changes, additions or deletions pertaining to the aforementioned programs, or departmental juvenile operational policies and procedures;
- H. The officer in charge of the juvenile function, as part of his/her responsibility in maintaining liaison with other agencies and organizations involved in the juvenile criminal justice system, shall provide those agencies with a photocopy of our written directives governing juvenile operations and shall solicit review and comments from those agencies regarding our juvenile operation function. This procedure should also be followed anytime there are changes made to existing juvenile policy and/or procedures which are deemed to be significant by the Chief of Police. Agencies such as Children and Youth Services have a wealth of knowledge and experience that can be tapped in an effort to improve our policy making process.

22:4. OPERATIONAL PROCEDURES

All contacts and interactions with juveniles shall adhere to our department policy of honoring the civil rights and protecting the constitutional rights of all persons with whom we come in contact. Additionally, all officers shall adhere to the provisions of the Juvenile Act, Title 42, Chapter 63 of the Pennsylvania Consolidated Statute as published in Gould's Pennsylvania Law Digest which is updated annually and is a required piece of every officer's equipment and is issued to each officer by the department. Additionally, a copy of the Law Digest is maintained in the officers work area.

It is the policy of this department that all officers shall deal with juvenile offenders using the least coercive among reasonable alternatives, consistent with preserving public safety, order, and individual liberty. In addition, officers shall notify a parent, legal guardian, or custodian of any juvenile contacted in relation to a criminal incident or incident deemed to be physically, mentally, or morally dangerous or detrimental. Such parental contacts should be documented, including a description of the apparent attitude of the parent, guardian, or custodian upon request.

Taking a juvenile into custody and/or filing a juvenile allegation or summary citation initiating charges against a juvenile offender should only be utilized when the officer determines that it is the best alternative after considering the following factors:

1. The nature of the alleged offense;
2. The age and circumstances of the alleged offender;
3. The alleged offender's record, if any;
4. The availability of community-based/ school-based rehabilitation programs; and
5. Whether or not a recommendation for diversion is or was made by the complainant or victim.

When a decision to divert a juvenile offender from the legal system is made, the following procedural adjustments shall be utilized at the discretion of the investigating officer:

1. The juvenile may be diverted into an alcohol/drug rehabilitative program where a program referral has been approved by the

local District Justice, the school district, a local hospital, another government agency, a social service agency, a church, or another agency with the approval of the Chief of Police;

2. An agreement by the juvenile along with the parents of the involved juvenile to pay complete restitution for any and all damages or expenses associated with the case under the condition that all victims and complainants concur with the restitution agreement;
3. Arranging for corrective/punitive actions to be implemented by the parents within the family setting when the officer has reason to believe that the parents will fulfill all commitments they have made pertaining to the agreed upon corrective/punitive actions to be employed. Such action may include a wide range of alternatives regarding grade point averages, loss of privileges, grounding, activity/recreational restrictions, etc.;
4. Making an informal recommendation for counseling or corrective actions in those situations constituting summaries and or relatively minor misdemeanors not involving injury or property damage;
5. Issuing a warning pertaining to the consequences of continued misbehavior or illegal activities;
6. Simply concluding or closing the investigation due to the minor nature of the criminal violations involved;
7. Parents, guardians or custodians shall be notified of the juvenile's contact with the department. This notification is the responsibility of the investigating officer.

22:4.1. Criteria Governing the Referral of Juvenile Offenders to Juvenile Court

All referrals to juvenile court shall be in full compliance with the Juvenile Act, referenced as Chapter 63, Title 42 of the Pennsylvania Consolidated Statute available to all officers in the Gould's publication of the Criminal Law Digest that is issued to every officer of the department and updated annually.

**OFFICERS SHALL BE HELD ACCOUNTABLE FOR
COMPLYING WITH THE PROVISIONS OF THE JUVENILE ACT
AND WITH BEING KNOWLEDGEABLE OF ALL PROVISIONS**

**OF THE JUVENILE ACT RELATING TO THE COMPLETION OF
THEIR JOB DUTIES AND RESPONSIBILITIES.**

22:4.2. Taking A Juvenile Into Custody

Juveniles shall normally be charged via a juvenile report, and juvenile allegation, which shall be completed in accordance with the written directives in report writing manual and forwarded to juvenile court.

The aforementioned report shall always serve the purpose of formally charging a juvenile in lieu of taking the juvenile into custody in accordance with section 6324 of the Juvenile Act which allows a juvenile to be taken into custody under the following circumstances:

- a. Delinquent acts while on probation or parole or when they have charges pending against them;
 - b. Delinquent acts as repeat offenders or when they have refused to participate in diversion or intervention programs; or
 - c. When it has been determined that parental or other adult supervision is ineffective.
4. An officer may also take a juvenile into custody if the youth is lost, seriously endangered or is a runaway. In all such cases the officer shall contact the child's parents or guardian as soon as possible. Where parents or guardians cannot be contacted or refuse to accept custody, the officer shall contact the departmentally approved youth services agency for placement.
 5. In cases of alleged child abuse, officers shall contact the juvenile officer or their immediate supervisor in order to conduct an investigation of the complaint unless probable cause justifies immediate action in order to protect the safety and well-being of the child.
 6. Pursuant to an order of the court.
 7. Pursuant to the laws of arrest
 8. By a law enforcement officer or duly authorized officer of the court if there are reasonable grounds to believe the child is suffering from

illness or injury or is in imminent danger from his surroundings, and that his removal is necessary.

9. By a law enforcement officer or duly authorized officer of the court if there are reasonable grounds to believe the child has run away from his parents, guardian, or other legal custodian.
10. By a law enforcement officer or duly authorized officer of the court if there are reasonable ground to believe the child violated conditions of his probation

22:4.3. Status Offenses

- A. Based on the seriousness of the circumstances surrounding the offenses, the background and demeanor of the juvenile and other relevant factors, an officer may release a juvenile to his parents, guardian or other responsible adult.
- B. Juveniles taken into custody for status offenses should normally be frisked for weapons prior to being transported and may be handcuffed or otherwise restrained at any time if, in the judgment of the officer, the juvenile poses a physical risk to the officer or others.
- C. Officers shall pay particular attention to juveniles under the influence of alcohol or drugs to determine whether emergency medical services are warranted.
- D. Juveniles taken into custody for status offenses shall be held in non-secure custody. See definition of Non-secure Custody, Section III above.
- E. Transportation of a juvenile in a caged vehicle is not considered secure custody.

22:4.4. Criminal-Type Offenses

- A. Juveniles arrested for criminal-type offenses are subject to the same security requirements as adults and may be handcuffed or otherwise restrained as necessary during transport and processing.
- B. Juveniles accused of criminal-type offenses may be securely detained only for the period of time (no longer than six hours) and in the manner prescribed by state law to allow for identification, investigation, processing and release to parents or a responsible adult, or transfer to the juvenile facility or court.

- C. Prior to custodial interviews or questioning, a juvenile officer should be summoned if available.
- D. A juvenile in custody should not be questioned without the presence of his parent or a responsible adult. The juvenile and the adult, if available, shall be advised of their constitutional rights prior to interrogation. If, prior to or during questioning, the juvenile, his parents or responsible adult express the desire to speak with an attorney, all questioning shall cease and shall not be renewed until permission is granted.
- E. In the absence of a parent or guardian, a juvenile may be questioned and may provide statements if reasonable assurances can be made that the juvenile fully understand his constitutional rights.
- F. Interrogation of juveniles should not extend over periods of time that could be considered unreasonable or harassing and, whenever possible should be conducted by only one officer at a time.
- G. The juvenile should be informed of the procedures that will be followed with regard to custody, release, transport to another facility or to a custody hearing.

22:4.5. Fingerprinting and Photographing

- A. Section 6308 of the Juvenile Act provides law enforcement officers with the authority to take the fingerprints and/or photographs, of any child alleged to have committed an act designated as a misdemeanor or felony. The fingerprints and photographs may be disseminated immediately to law enforcement officers of other jurisdictions and may be used for investigative purposes. (Act 6, effective 5/15/95)
- B. Section 3929; PA. Crimes Code: Retail Theft; "if a juvenile is 16 years of age or older and is accused of a summary offense of retail theft, the Issuing Authority shall order the defendant to be fingerprinted by police."
- C. All photographs and fingerprints will be turned over to juvenile officer to secure in an area away from adult photographs and fingerprints.

22:4.6. Duties Of The Officer

- A. Log time juvenile arrives at department.
- B. Check NCIC and other local areas for any warrants or missing person's reports.

- C. Document all attempts to reach parents, family or other responsible adults with the following information.
 - 1. Name of person called
 - 2. Time called
 - 3. Phone number called
 - 4. Nature of discussion and response if any
- D. If parents are not available, an attempt should be made to call the following persons:
 - 1. Grandparents, Godparents, Cousins
 - 2. Adult Aunts, Uncles, Brothers, Sisters
 - 3. Any responsible adult with proper Identification whom you feel is capable of taking custody
- E. If after five (5) hours, a juvenile is still in custody and no parent or guardian is available, notify the On Duty Juvenile Probation Officer or the On Duty CYS Case worker to make them aware of the existing problem. If juvenile is under the influence of drugs or alcohol, threatening suicide, or exhibiting mental problems, take the juvenile to the nearest hospital emergency room for evaluation or treatment.
- F. If juvenile is classified as a delinquent offender, that is Misdemeanor or Felony charges will be filed, contact the On Duty Juvenile Probation Officer to see if the juvenile is eligible for secure detention under Coleman v Stanziani.
- G. If the juvenile is not eligible for secure detention or the Probation Officer does not authorize detention, and the sole reason that the juvenile is still in custody is the unavailability of a parent or responsible adult, then call the On Duty CYS Caseworker and make him/her aware of the problem.
- H. When permission is received, make arrangements for transportation of the juvenile to the shelter designated by the Caseworker.

22:4.7. Record Keeping

- A. Officers who select non-custodial alternatives or engage in informal enforcement contacts with juveniles shall complete appropriate field interview and/or incident reports as required by this agency. These reports shall clearly identify the juvenile(s) involved, the nature of the incident and the rationale for the officer's disposition.
- B. Juveniles taken into custody for criminal-type offenses shall be subject to the same reporting requirements as adults. Such reports shall be clearly marked "Juvenile" maintained in a separate location from adult arrest records and be subject to state law regarding dissemination and access.
- C. A custody record will be maintained with each juvenile arrest report that specifies
 - 1. The time the juvenile entered secure detention and the duration of each period of secure detention;
 - 2. If the juvenile is placed in a locked room or cell, the name of the police officer or custodial officer responsible for visual supervision and the schedule of visual supervision.
 - 3. A statement of the need for secure detention; and
 - 4. The time in which each period of interrogation was commenced and completed, the officers present and the names of parents or responsible adults on hand.

22:4.8. Juvenile Custody Policy / Procedures further defined

Related Legislation:

- 1. Juvenile Justice and Delinquency Prevention Act 2002 , as amended
- 2. OJJDP Policy Guidance for Non-secure Custody of Juveniles in Adult Jails and Lockups (53 Federal Register 44366, November 2, 1998)
- 3. Juvenile Act (42 PA.C.S. 6301 et seq.)

22:4.8.1. Statement of Purpose:

All persons taken into custody by this department shall be treated in a manner which provides for: the safety of all concerned; a respect for human dignity; the preservation of the legal rights and property of the individual; accurate documentation; and administrative

efficiency. Juveniles, those persons under the age of 18, require considerations pursuant to state and federal regulations.

Procedures:

22:4.8.2.Status Offenders:

1. Status offenders are defined as juveniles, who have been charged with or adjudicated for, conduct which would not, under the law, be an offense if committed by an adult. Examples include: runaways, truants, dependant/neglected juveniles; underage alcohol offenses, or abused juveniles.
2. Status offenders may NOT be placed in secure custody; handcuffed to a stationary object or cuffing rail; placed in a holding cell or placed in a locked room under any circumstances.
3. Status offenders shall be placed in a non-secure area such as a lobby, an office, interview room, or general purpose room until release arrangements can be made and the juvenile leaves the facility.
4. The officer shall immediately notify the parent, guardian, or other custodian of the apprehension of the child and his/her whereabouts.
5. The child must be under continuous visual supervision by a law enforcement officer or other facility staff during the period of non-secure custody.

22:4.8.3.Accused Delinquents:

1. Accused delinquents are juveniles who have been charged with or adjudicated for conduct that would be a crime if committed by an adult.
2. It is the practice of this department to detain accused delinquents non-securely while in custody. Exceptions include violent or combative juveniles who cannot be subdued and pose a threat to the officers or themselves. THOSE EXCEPTIONS MUST BE DOCUMENTED

22:4.8.4.Secure Custody:

1. Secure custody is defined as an accused delinquent being handcuffed to a stationary object or cuffing rail, being placed in a holding cell, or being placed in a locked room.
2. Should a juvenile be placed in a secure holding, a Juvenile Summary Information Log Form will be submitted to PCCD for that month.
3. The secure holding shall only be for the purpose of identification, investigation, processing, releasing or transferring the child to the parent, guardian, juvenile court, or county children and youth officials, or to shelter care.
4. The secure holding shall be limited to the minimum time necessary to complete the above listed procedures, but in NO case may such holding EXCEED 6 HOURS.
5. If so held, a child must be separated by sight and sound from incarcerated adult offenders and must be under continuous visual supervision of law enforcement officials or facility staff.
6. If it appears that a securely held juvenile will not be released within the 6 hour limit, assistance should be requested by calling the Department of Public Welfare ChildLine at 800-932-0313

23: UTILIZATION OF DEPARTMENTAL COMPUTERS

23:1. POLICY

It is the policy of the Center Twp. Police Department to acquire the necessary equipment and training to ensure that our overall departmental operations are enhanced by the state of the art technology and that our department is utilizing that technology in accordance with all other applicable departmental written directives, laws and our overall mission.

It is the policy of the Center Twp. Police Department that all data, e-mails, internal or external electronic communications, software, and electronically communicated information of any and all types that is stored and/or processed by and/or through any departmental-owned or township-owned computer is the property of the department and/or the township.

23:2. PURPOSE

The purpose of this written directive is to formally establish the necessary controls and procedures to ensure that all computers, software, electronic communications of all types - both within the Department and to others data, and all other data and digitally processed information is communicated, processed or stored in accordance with the aforementioned policy.

23:3. TRAINING AND ACCESS

- A. Only trained and authorized departmental personnel are permitted to utilize any department computer or directly access any departmental computer or stored information.
- B. Only authorized departmental members, service technicians or consultants, or other members of the criminal justice system with the specific approval of the Chief of Police or computer administrator shall have access to any departmental computer or attached peripheral equipment. Additionally, all electronically stored and/or processed data in any way associated with a departmental computer and/or in any way associated with the central records function shall be viewed, reproduced, filed and/or distributed in accordance with all written directives pertaining to report writing and the central records function of this department.
- C. User Names and Passwords

1. All authorized departmental members with access to the departmental computer system are assigned user names and passwords.
2. All passwords shall be confidential to the assigned authorized member and the authorized system operator/s or service personnel. All members are expressly prohibited from providing their passwords to any other person. Members shall change their passwords if they have any reason to believe that their password is known by anyone other than themselves or an authorized person.
3. All members are prohibited from utilizing an unauthorized user name and/or password. Furthermore, all members are prohibited from utilizing or accessing any departmental computer system or software via the entry of another member of the department. All members may only access computer information, data, software or systems under their own assigned user name and password and shall not attempt to increase their accessibility to the system or data within the system by bypassing or computer hacking beyond the access granted in accordance with their assigned user name and password.

23:4. MOBILE DATA TERMINALS (TABLETS/IPADS)

23:4.1. Vehicle and Computer Operation

- A. MOBILE DATA TERMINALS SHALL NOT BE UTILIZED FOR ANY PURPOSE BY THE VEHICLE OPERATOR UNLESS THE VEHICLE IS IN A STOPPED, NON-MOBILE MODE! There shall be no exceptions to this directive except as indicated below. Members shall not access data, conduct queries, send messages, read messages or utilize the computer within the vehicle in any way while the vehicle is in motion.

- A member with authorized access who is not operating the police vehicle or who is riding as a passenger within a police vehicle may utilize the mobile data terminal while the vehicle is in motion.

- A. All mobile data terminals shall be utilized in accordance with in-service training and the Total Access User Guide, which is hereby assigned the status of a departmental written directive.
- B. All members shall ensure that MDT's are protected from liquids, food products, and exposure to unsecured items and/or all foreseeable types of damage. Unattended police vehicles equipped with MDT's shall be secured (lock doors and close windows).

- C. Departmental records CLEAN and NCIC access shall only be for legitimate criminal justice purposes, and shall never be for personal or private reasons, and shall only occur in accordance with all applicable departmental written directives. Information acquired via departmental records, the CLEAN system or the NCIC system shall never be utilized for any non-criminal justice purpose.
- D. MDT operators must be aware of their overall job duties and responsibilities along with their personal safety. MDT operators must pay close attention to their surroundings, potential suspects and other persons while utilizing their MDT's.

23:5. PROPRIETARY STATUS OF SYSTEM AND ALL INFORMATION

23:5.1. Ownership of System

- A. The computer system, all electronically communicated information, all data, e-mails, internal or external electronic communications, software, telephonic communications within the computer system, and all data or information processed or ever processed through a departmental or township computer is owned by the department and/or the township and may be utilized as deemed appropriate by the department and/or the township.
- B. The department has the right to monitor, access, print, view or utilize electronic data, communications, software, e-mails, internal or external electronic communications for any departmental purpose at any time.
- C. Departmental members are forbidden from encrypting codes into messages or data, utilizing any type of encryption software or attempting to develop any method of utilizing the computer system, its software, storage capabilities or processing capabilities to inhibit, prevent or in any way hamper departmental supervisors or systems operators from monitoring any and all electronically processed data or information.

23:5.2. Expectations of Privacy

- A. Members have no expectation of privacy regarding any data, e-mails, internal or external electronic communications, software, and/or electronically communicated information or any type that is stored and/or processed by and/or through any departmental owner or township owned computer.
- B. Members are forbidden from entering, transmitting or communicating any information, data, e-mails, or messages of any type that would violate any departmental written directives, civil rights as guaranteed by the Constitution, state laws, or federal laws and the system

operator/s and or departmental supervisors shall monitor all of the aforementioned computer system contents. Members shall also be prohibited from using profanity and/or any language that could be deemed offensive and/or sarcastic in nature.

- C. User names, passwords or codes shall be overridden by the systems operator/s in order to accomplish the aforementioned administrative monitoring.

23:5.3. Confidential Information

- A. Because programming errors, data entry mistakes, software imperfections or other reasons may result in a misdirection or miscommunication of certain information which in some circumstances could be considered confidential information, including, but not limited to, privileged communications, medical records, personnel records or other information of a confidential nature that must be transmitted only on a "need to know" basis, this information shall never be communicated via e-mail, internal or external electronic communication (excluding FAX transmissions to and from appropriate persons), or entered into any portion of a Departmental or Township computer system normally utilized for purposes of transmitting data from one person or terminal to another.
- B. Any Departmental member receiving a communication, e-mail, or other electronic information intended for another person immediately shall forward that communication to the intended person as soon as the error is discovered and shall report the misdirected communication to their immediate supervisor who shall be required to forward that information up the chain of command to the Chief of Police.

23:5.4. Retention of Electronically Stored communications, E-Mails and Data.

E-Mails

All e-mail messages shall be deleted from a member's mailbox immediately after being read or within one (1) week if the message is required to be retained.

- i. Any messages containing information requiring retention for a period of time longer than one (1) week from the date the message is received shall be printed and stored or utilized by the receiving member in accordance with departmental written directives.
- ii. Failure to delete such messages interferes with the speed, efficiency and operation of the system. Therefore, the systems operator shall delete messages without notice that are retained in violation of this directive.

24: **BICYCLE PATROL (CURRENTLY NOT IN USE)**

24:1. POLICY

It is the policy of this department to promote community oriented policing. The mountain bike patrol is an essential part of community oriented policing.

24:2. PURPOSE

The purpose of this Police is to provide guidelines for the officers assigned to the mountain bike unit. The mountain bike unit is assigned beat responsibilities and is counted as a patrol unit.

24:3. BEAT ASSIGNMENT

- A. The mountain bike can be ridden from the township building to the officers' assigned beat. However, when needed, the officer will transport the bike mounted on a marked police unit. The unit will be parked in a central area within their beat and in a place where it is visible by the general public.
- B. The bike rack will be secured in the trunk of the vehicle.

24:4. WEATHER

A. Warm Weather

- 1. Officers should maintain proper hydration during warm weather. Water bottle cages are on the bike for the water bottle
- 2. An officer should be monitored during warm weather for any sign of:
 - a) Heat exhaustion
 - b) Heat stroke

B. Cold weather

An officer should be monitored during cold weather for signs of:

- 1. Frost bite
- 2. Hypothermia

C. Weather Related Injuries

Should any officer start to show signs of any of the above injuries, the duty officer shall

1. Immediately notify paramedics to respond for treatment and transportation if necessary.
2. Notify the shift supervisor of the circumstances.

D. Restrictions

1. Riders will return to vehicle patrol when the following weather conditions exist:
 - a) Thunderstorms, with lightning active in the area.
 - b) During any severe weather warning.
2. Any duty officer will advise the bike patrol officer of a weather alert or situation that may arise.

24:5. EQUIPMENT

A. Mountain Bike

1. The police department has a fully equipped mountain bike. The bike has the following accessories:
 - a) front beam headlight with rechargeable battery
 - b) rear blue flashing battery operated light and front flashing amber light
 - c) a water bottle cage
 - d) rear heavy duty kick stand
 - e) rear pack
 - f) rear mounted police bag
 - g) police bike helmet
2. The lights will be used when on patrol when darkness sets in.

B. Equipment Security

1. Bicycle - Officers will secure the bike whenever they are away from it, unless emergency conditions do not permit at the time to secure

it. When the officer is away from the bike, it will be secured by using the bicycle lock.

2. Station Security - The bike and any related equipment will be kept in a secured area at the police department when not in use.

24:6. MAINTENANCE

A. Maintenance files will be maintained at the department and will include:

1. make, model, and serial number of the bike
2. date of purchase and value
3. description of bike and accessories on it
4. repair slips and any invoices
5. damage reports

B. Repairs

1. The bike patrol officer will inspect the bike before and after his tour of duty, note any repairs that might be needed and file a report in the computer.
2. If it is a repair that needs to be done before the bike can safely be used, take the bike out of service

C. Batteries

The bike officer will ensure that headlight batteries are plugged in and charged before leaving for tour of duty. Also check that cell batteries are operating on flashing lights.

D. Cleaning

The bike will be wiped down with a dry cloth to remove dirt. This should be done at least once a week, more often when needed. **NEVER SPRAY THE BIKE WITH WATER FROM A HOSE!** If water is needed to clean, use a damp cloth. Water sprayed at a bike can cause damage to the internal bearings.

24:7. UNIFORMS

- ##### A. The bike officer will adhere to current department procedure regarding uniforms and equipment.

1. Off duty details will be worked in the uniform of the day, not a bike uniform.
2. Off duty details can only be worked in bike uniforms when you are working the detail as a bike officer.
3. Due to the varying weather conditions and nature of the patrol, bike officers can mix warm and cold weather uniform parts, as the weather dictates.
4. When officers work the same shift or overlapping shifts, they will wear the same uniform parts so the officers have a uniform appearance.

B. Safety Equipment

1. Helmet

- a) The helmet must meet Snell and Ansi Standards
- b) The helmet will be worn whenever the officer is riding the bike

2. Eye Safety

- a) Use glasses with gray and clear changeable lenses.
- b) The glasses will be worn whenever riding.
- c) This is for the protection of the officer from eye injuries, such as flying bugs or dirt in the air and from the wind drying out the eye.

24:8. COMMUNITY POLICING

Strategy of community policing - This is a new concept and the bike patrol is community oriented policing.

- A. This means the police and community must work together to identify and solve problems. This will build a trust within the neighborhood and help make it safer.
- B. While on patrol you are a role model. People are watching you. Stop and talk to the residents. If they have a problem or complaint, log it and try to help find a solution to it with their assistance.
- C. The bike patrol officer is to set an example for all bike riders in the neighborhood, both young and old.

1. It is important for the officer to wear all the protective gear required and to obey all the traffic laws pertaining to bicycle riding as in the Vehicle Code.
2. Helmet Laws - This is to be enforced with juveniles under the age of twelve. They are required by law to wear a helmet. Use the forms (see Forms) issued to you.
3. Stress to those in need that we supply helmets for those who cannot afford one. Talk to the parents and have them contact the office during daylight hours.

24:9. EMERGENCY CALLS

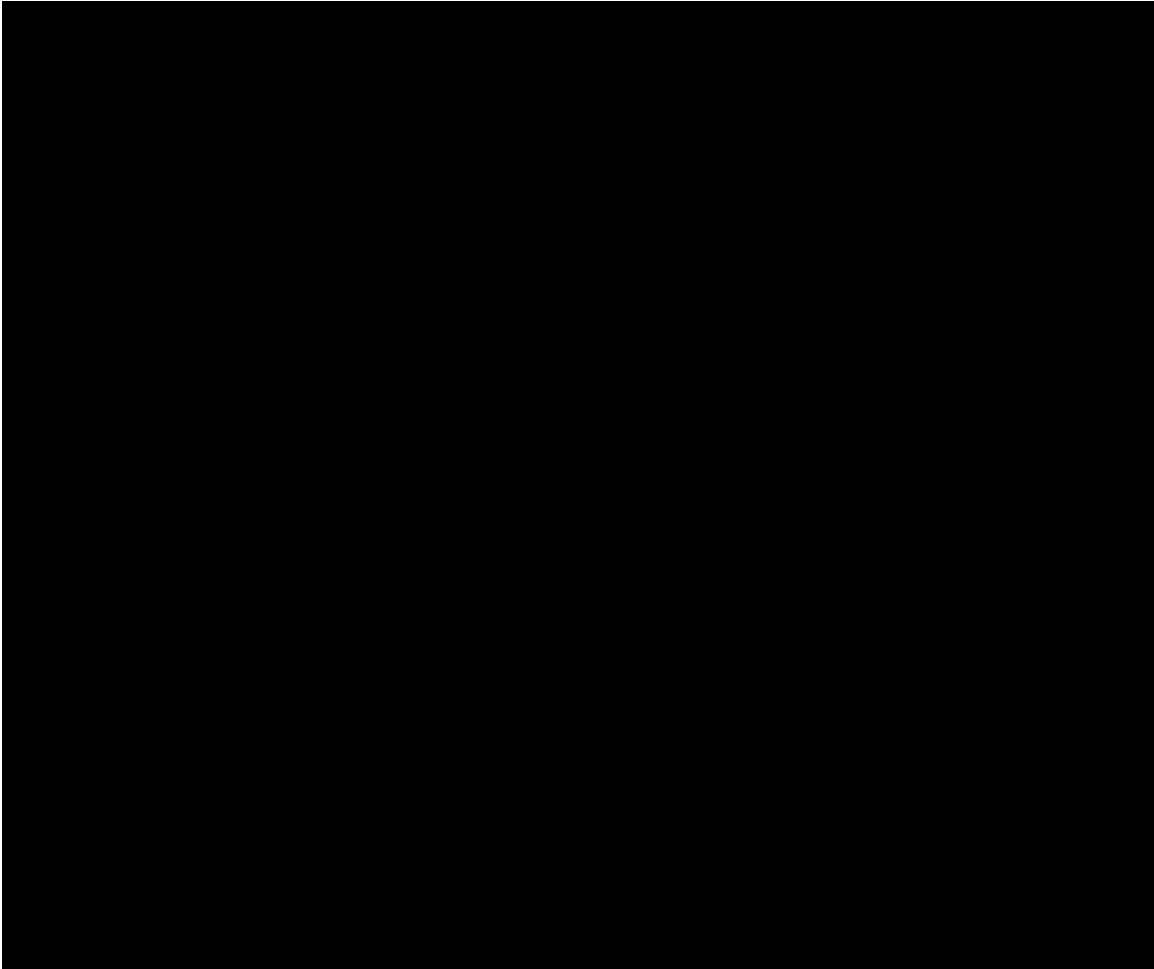
- A. Regular patrol units will handle all 9-1-1 calls. The bike unit can assist when it is in the assigned area.
- B. While on patrol and an emergency situation confronts the officer, the incident will be handled. He shall maintain proper radio communication and let a duty officer or dispatcher know when he is covering an incident. This is for his protection.
- C. The bike officer will not leave his/her assigned area to assist in a call unless advised to do so by a supervisor. This will be only for extreme emergencies.
- D. While on patrol the bike officer will answer calls in his assigned areas such as parking complaints, barking dogs, neighborhood noise complaints, etc.

25: **BANK ALARMS AND ROBBERIES**

25:1. POLICY

25:2. PURPOSE

25:3. PROCEDURES



26: HATE CRIME

26:1. POLICY

It shall be the policy of this department to bring the investigate and enforcement elements of this police department into quick action following any and all reported or observed incidents of racial, color, religious, or national origin hatred. There is to be special emphasis placed on victim assistance and community concerns in order to reduce victim/community trauma or fear. It must be remembered that the actions taken by this agency in dealing with incidents of racial, color, religious, or national origin bias are visible signs of concern and commitment to the community on the part of the township government and its police department.

26:2. PURPOSE

The police department will take a proactive role in promoting peace and harmony within the community, and in ensuring that rights guaranteed by state laws and the U.S. Constitution are protected for all such citizens regardless of their race, color, religion, or national origin. When such rights are infringed upon by violence, intimidation, threats, harassment, or other acts, the department will use every necessary resource to rapidly and decisively identify the perpetrators, arrest them, and bring them before the court.

All acts of racial, color, religious, or national origin violence or threats will be viewed as serious, and the investigations will be given priority attention. Such acts all invariably generate fear and concern among the victims and the public and have the potential of recurring, thus escalating and possibly causing counter-violence.

26:3. DEFINITION

A racially, national origin, color, or religious targeted incident is an act, or a threatened or attempted act, by an person or group of persons against the person or property of another individual or group that may in any way constitute an expression of racial, color, national origin, or religious hostility. This includes threatening phone calls, hate mail, physical assaults, criminal mischief, arson and harassment. This listing is not all-inclusive. Some incidents may not clearly fit a specific definition. In those cases, a common sense approach must be used. If an incident appears as an incident of racial, color, religious, or national origin bias, it should be investigated as such. Verification can be made during the investigation.

Officers must recognize that single incidents such as criminal mischief or threats may initially appear as less serious when viewed in the larger content of all crime. Incident reports should be reviewed for patterns of incidents occurring at either the same location, or directed at a particular individual or group. Very

often what may seem to begin as a small incident has later escalated into a more serious crime.

26:4. PROCEDURES

When an officer on the scene has any indication that an incident is of racial, color, religious, or national origin bias, the following procedures are activated. To achieve a thorough investigation and a sensitive response to the victims and the community, responsibilities shall be as follows:

- A. Whenever any incident as described above comes to the attention of a department member, at the earliest reacting time, the incident will be reported to the shift supervisor.
- B. Investigating officers shall:
 - 1. Respond in a sensitive way to the feelings and needs of the victim(s).
 - 2. Preserve the crime scene and evidence.
 - 3. Immediately take all possible investigative and enforcement action.
 - 4. Notify the Detective/Investigator or Chief of Police if destruction of property takes place.
 - 5. Prepare a detailed report.
 - 6. Make a follow-up visit to assure the victim that the police are doing everything possible to eliminate the fear factor and apprehend the suspect(s).
- C. The shift supervisor and/or Detective/Investigator shall:
 - 1. Respond immediately to the scene of all incidents.
 - 2. Ensure that the crime scene is protected.
 - 3. Ensure that the investigative personnel have been notified if destruction of property takes place.
 - 4. Notify the Chief of Police if the incident is serious.
 - 5. Ensure that the scene is properly processed and evidence gathered.
 - 6. Visit the victims as soon as possible, assuring them that the investigation will be actively pursued.
 - 7. Notify the communications center or headquarters as soon as possible of the following information (if applicable):

- a) Any disturbance or destruction of property that is racially, color, religiously, or national origin motivated.
 - b) Size of cross-burned and the materials from which it was constructed.
 - c) Exact time and location of incident.
 - d) Type of neighborhood (racial, national origin, religion, and socioeconomic make-up).
 - e) Whether arrests are imminent; or the names, addresses, dates of birth, sex, and race of any persons arrested.
8. Arrange for an immediate increase of patrols throughout the affected area. If, in the judgment of the shift supervisor, there still exists the potential for further acts of violence, an officer(s) should be specifically assigned to the location in a fixed position.
 9. The supervisor shall attempt to impress upon building or property owners the need for complete restoration as soon as possible.
 10. For incidents of criminal mischief, ensure that the report contains full data on the materials used (cross, literature, paint, etc.), including size construction wrappings, plus the method of removal and the disposition of the remains.
 11. Maintain contact with community leaders' progress concerning the progress of the investigation.
 12. Assure the victims and other concerned parties are informed of a case clearance.
- D. The investigative personnel shall respond to the scene of any race, color, religion, or national origin motivated destruction of property and shall (if applicable):
1. Obtain a sample of the materials used.
 2. Photograph and process the scene.
 3. Gather and take custody of any related evidence.
 4. Maintain all reports of race, color, religion or national origin targeted incidents.
 5. Contact appropriate state and/or local law enforcement agencies for assistance with serious cases.

6. Maintain liaison with federal, state, and local agencies for intelligence information exchange.
7. Keep the arresting officer informed of the status of the case.

27: **BOMB THREATS/EXPLOSIONS**

27:1. POLICY

Bomb threats and actual bomb emergencies present a serious threat to police officers, the public, and to property. In this age of terrorist activity, more actual bombings of public and private buildings are occurring. The police must be able to effectively respond to all bomb threats, assess the situation, and handle every situation in an efficient manner, so as to provide for the safety of the general public. Additionally, the police must be able to properly investigate bomb threat/bomb emergency situations in order to apprehend the party or parties responsible.

27:2. PURPOSE

The purpose of this policy is to establish procedures for handling bomb threats and actual bomb emergencies.

27:3. PROCEDURES

27:3.1. Administration

- A. The Shift Supervisor shall have the authority to implement this plan and will assume command of the operation until relieved by the Chief of Police.
- B. Bomb threats may be investigated by police officers, while actual bombings require the assignment of investigators. There is an overlap where a bomb threat is a form of extortion or terrorism, where the Shift Supervisor may decide it appropriate to request or call out investigators.
- C. If there is an actual bomb explosion, the FBI should be notified. The FBI is required to send a teletype to its headquarters if a bombing involving a public building, terrorism, or extortion occurs. ATF will be contacted for all actual bombings. ATF agents will respond and assist in the investigation.

27:3.2. Duties and Responsibilities of Responding Officer

- A. The responding officer shall acknowledge the call by radio only if he/she is not immediately near the location of the bomb incident.
- B. The responding officer shall notify the Shift Supervisor of the incident.

- C. All mobile and portable radios will be turned off prior to arriving at the incident. Dispatchers shall be notified of radio discipline some distance from the incident.
- D. Contact should be made as soon as possible by non-mobile telephone with the Communications Center after arriving on location to update available information and solicit assistance from other sources if necessary. Officer can travel some distance from the incident and use the police radio if necessary.

27:3.3. Duties and Responsibilities of Shift Supervisor

Upon notification by the responding officer, the Shift Supervisor will immediately respond to the scene. Radios will be turned off. Additionally, the Supervisor will:

- A. Assess the situation and make a determination on notification of command personnel, and/or investigative personnel.
- B. Determine what outside agencies should be notified and/or assistance requested such as fire, rescue, hospitals, bomb squad, ordinance disposal, etc.
- C. Interview the person who received the original call. All details, such as the caller's voice, mannerisms, background noises, and the time elements should be gathered. The time the call was received is most important since most bombs are activated by some type of watch or clock which restricts the "bomber" to a 12-hour period or less.
- D. Instruct officers as to traffic control in the general area.
- E. Establish a security perimeter around the scene.
- F. Coordinate with outside agencies that have been called as they arrive.

27:3.4. Duties and Responsibilities of Investigating Officer

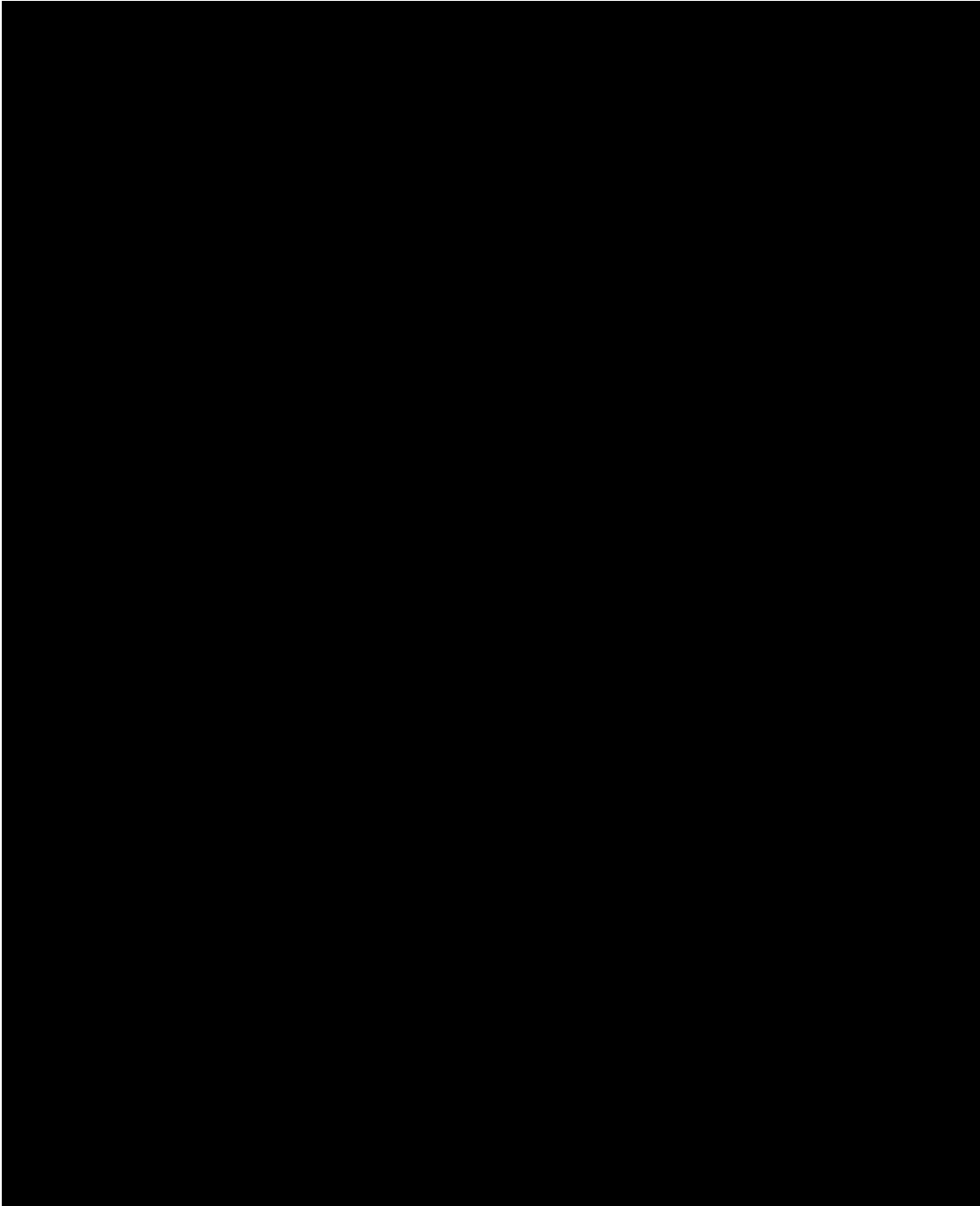
Upon arrival at the scene, the investigating officer will assume responsibility for the completion of the preliminary investigation and begin a follow-up. If an actual explosion has occurred, detailed investigation and crime scene processing will take place.

27:3.5. Evacuation

- A. The final decision as to evacuation of a building must be left up the management of that building or institution against which the threat call was directed. The role of the police is that of providing information and

recommendations, which the management officials may choose to use in making the evacuation decision.

- B. If the decision is made to evacuate the building, police may assist in the process.
- C. Emergency Management Coordinator to be notified
- D. When evacuating to a specific area, a search and secure finding of that area must be done before evacuating persons into that area.





28: HOSTAGE/BARRICADE SITUATIONS

28:1. POLICY

Hostage and barricade situations present special problems to police officers, citizens and victims. Each hostage/barricade situation is different, but a basic plan may provide shift supervisors and officers with guidelines, which may help diffuse the situation safely.

28:2. PURPOSE

The purpose of this policy is to establish procedures for shift supervisors to follow should a hostage/barricade situation arise.

28:3. PROCEDURE

28:3.1. General:

The first 10-20 minutes of a hostage/barricade situation are the most emotionally charged, and therefore offer the highest potential for danger. Stress levels are high both among police and persons involved. Normally there is no need to rush into a solution to the situation. Time may reduce stress levels and allow the communication process to begin. Additionally, time is needed to assess the situation and to secure the area surrounding the incident.

28:3.2. Responsibilities of first officer on scene.

The duties and responsibilities of the first officer on the scene will include (these duties and responsibilities expand if the first officer on the scene is the shift supervisor and/or the negotiator, see Section 24:3.4):

- A. Assess the situation and determine if a hostage/barricaded situation exists.
- B. Inform the communications center and request the Shift Supervisor's presence and additional backup.
- C. Attempt to contain the situation at its present location.
- D. Affect the safe removal of all innocent persons from the danger area. Those persons who cannot be immediately removed should be instructed to seek protection where they are, if gunfire is taking place.
- E. Inform the Shift Supervisor of all pertinent facts upon his arrival.
- F. Do not expose yourself to unnecessary risks. Remember to employ basic cover/concealment tactics.

G. Maintain strict radio discipline.

28:3.3. All initial response units

The following intelligence information should be gathered by all initial response units. This information will be provided to the Shift Supervisor upon his/her arrival and, in turn, provided for the Incident Commander.

A. Suspect

1. Where is he/she? Floor, room, roof, basement?
2. What types of weapons does he/she possess? Handguns, rifles, hand grenades, dynamite, etc.?
3. Who is he/she? Criminal suspect (burglar, rapist, etc.), mentally ill, militant, complete physical description, mental and physical condition.
4. What is his/her purpose?
5. What crime has he/she committed?

B. Hostage

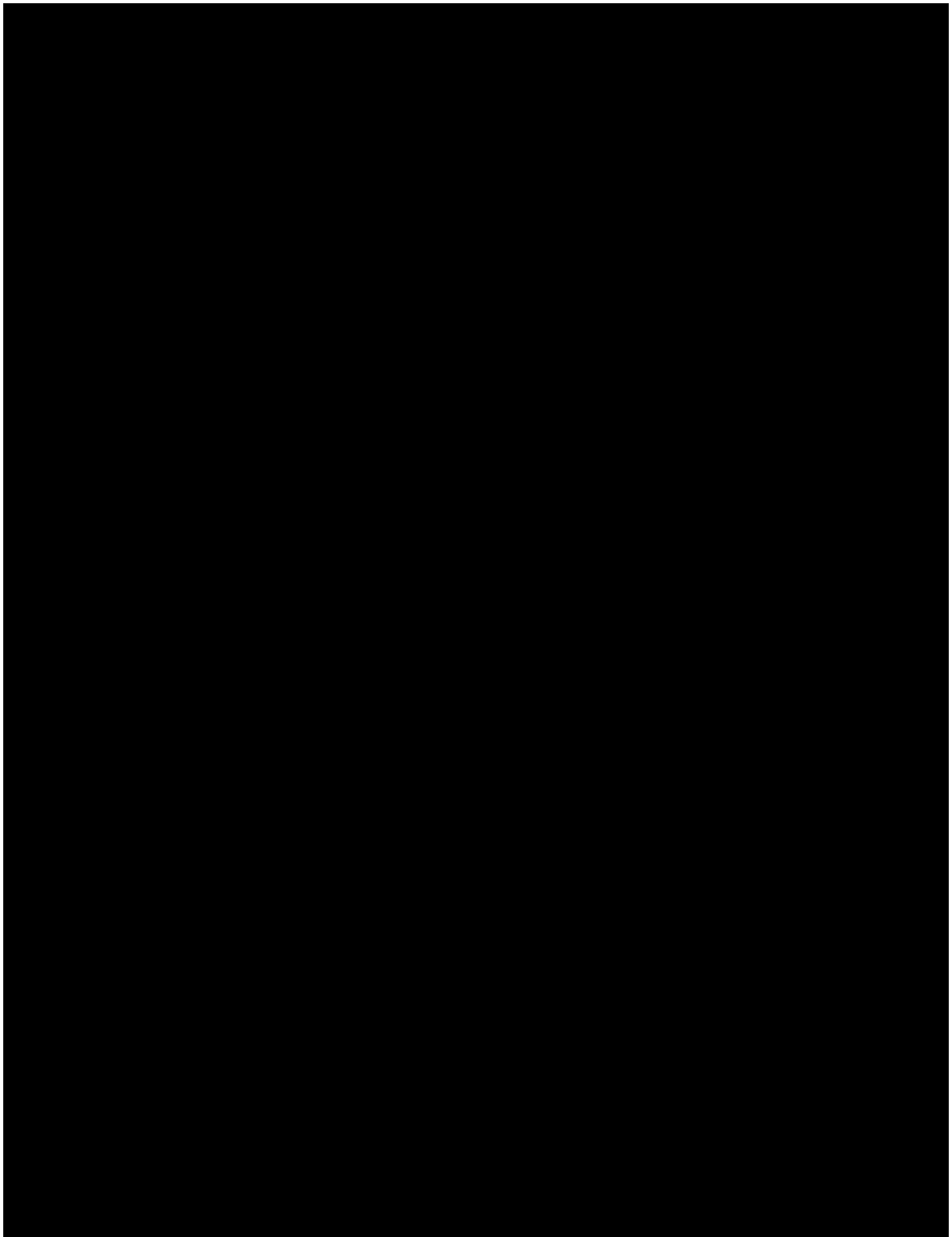
1. Physical description, i.e., age, height, weight, sex, hair, etc.
2. Physical and mental condition.

C. Location

1. Interior and exterior descriptions.
2. Identify all possible escape routes.
3. Determine locations of service (water and electric connections).
4. Determine in which rooms telephone is located.
5. Determine if a police scanner is in the building.
6. Gather any other pertinent information.

28:3.4. Shift Supervisor's responsibilities:

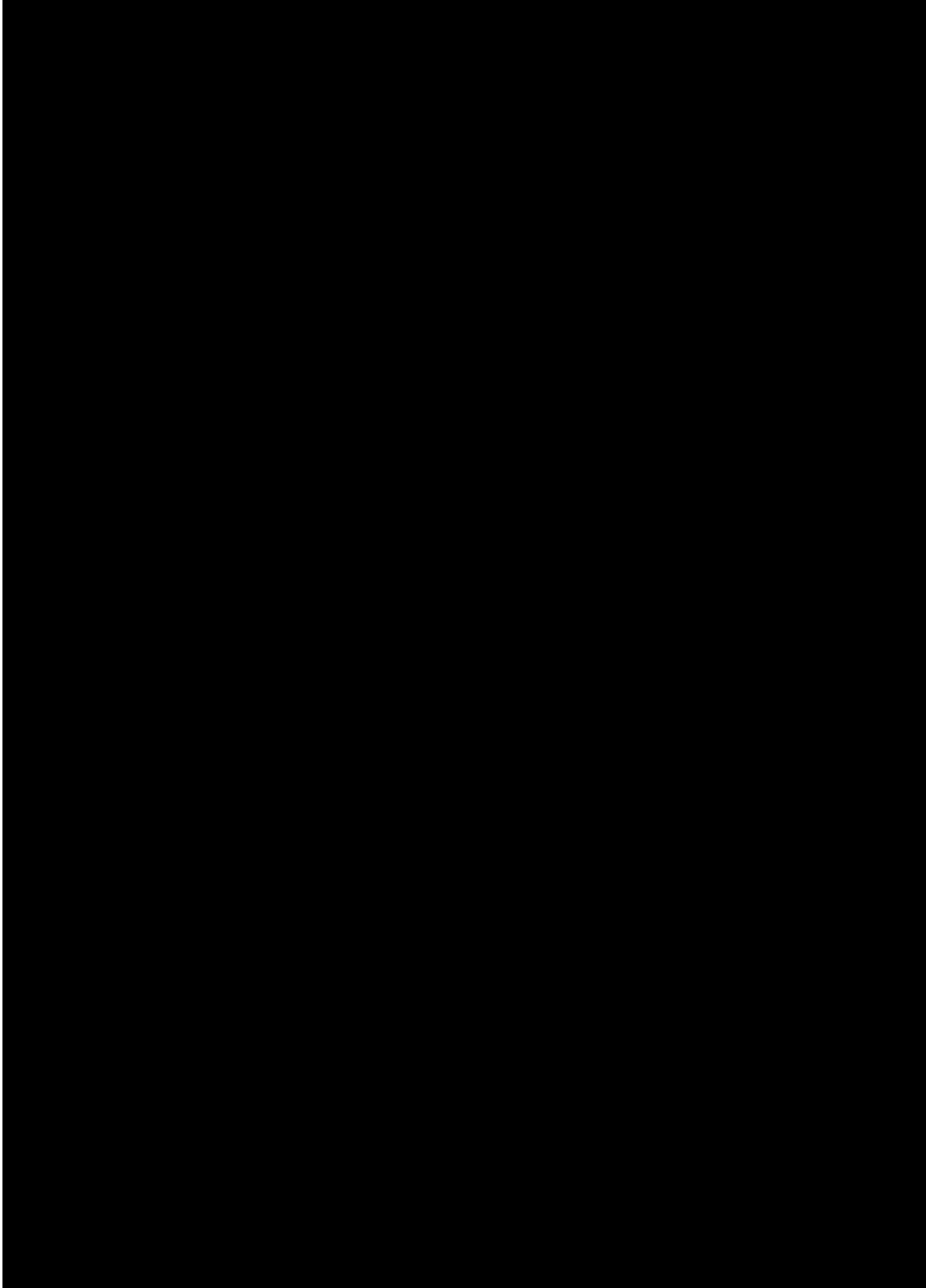
Upon arrival at the scene, the first sergeant or Shift Supervisor will assume command of all police personnel and make all appropriate decisions until such time as higher authority relieves him. Duties and responsibilities of the Shift Supervisor include:

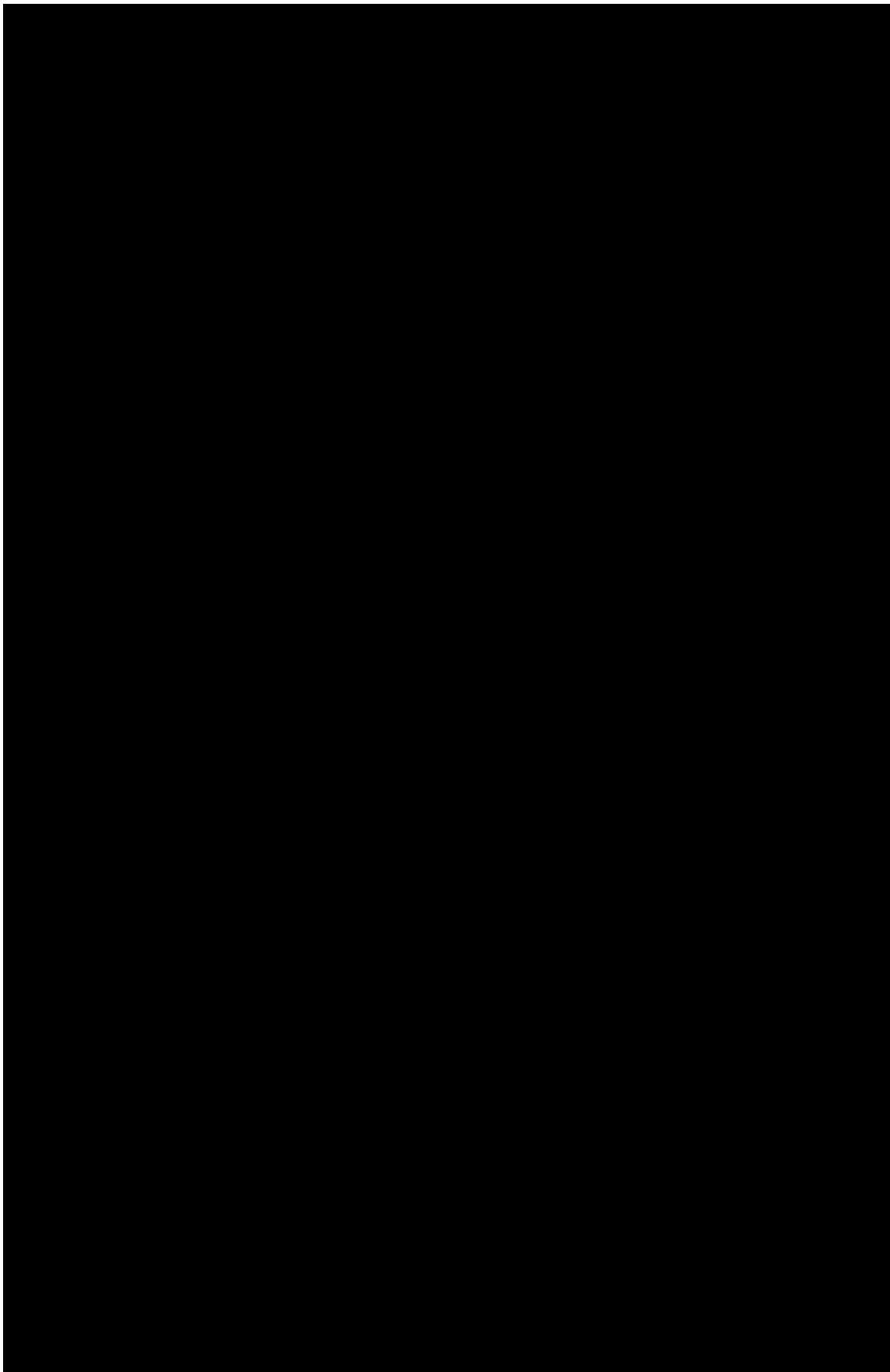


28:3.5. Incident Commander's Responsibilities

The Incident Commander assumes overall control of the incident in the field. The Incident Commander at the scene should take the following steps.

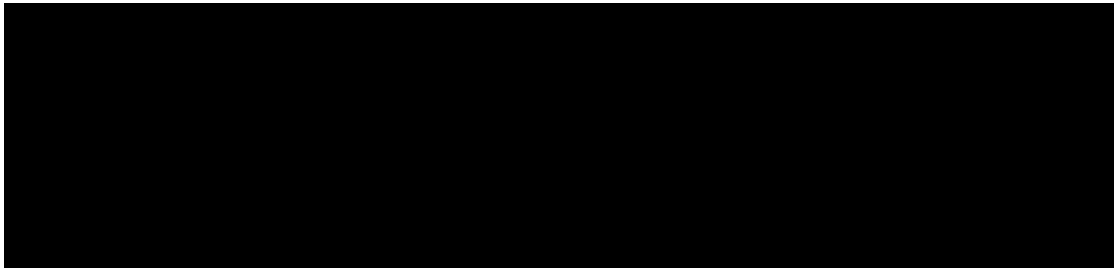
- A. Assume Command: Advise the Communications Supervisor, Shift Supervisor, and/or supporting supervisors and line officers that all orders will now come through the Incident Commander. Debrief all supervisors previously assuming command.





28:3.6. Negotiations

- A. Negotiations should only be conducted by the designated negotiators.
- B. A list of negotiable and non-negotiable items will be used at all times by negotiating personnel.
- C. Contact with actor(s) can be by telephone or public address system if a phone is not accessible to the actor(s).
- D. Every effort will be made to persuade the suspect(s) to surrender before force is used.
- E. Negotiators should attempt to establish a certain rapport with the suspect(s) which involves a basic trust and "give and take" process. Establishing any basic dialogue is of primary importance.
- F. In negotiating, practically all demands are negotiable except:
 - 1. Supplying the actor(s) with weapons
 - 2. Additional hostages or exchange of hostages.



28:3.8. News Media

- A. A media relations officer will be designated by the Incident Commander and will be responsible for relations with the media during the incident.
- B. Unless specified by the Incident Commander, media personnel will not be allowed access inside the outer perimeter.
- C. The media relations officer will work to control sensitive information and develop media relations that are productive and facilitate the appropriate outcome of the incident.
- D. The media relations officer will periodically brief the Incident Commander concerning media requires and concerns.

28:3.9. General Guidelines

- A. The safety of officers, hostages and innocent persons, is paramount and the incident and circumstances will always be considered with regard to safety.
- B. Once a hostage take(s) or barricaded person(s) incident is contained, Incident Commanders should strive to not allow escape or movement from the original "controlled" area.
- C. If there is a decision to allow the actor(s) to leave the "controlled" area, the Incident Commander shall direct the control of any and all travel routes and destinations, if possible.
- D. No relative, officer, friend, or other person will be allowed to enter the structure or area controlled by the actor, other than special response officers executing specific tactics.
- E. All persons "released" from the structure held by the hostage taker(s) or suspect(s) will be handled as if they are the suspect(s) until verification can occur. These individuals will be interrogated to gather information about the suspect(s) and the structure and incident.

28:3.10. De-escalation

Once the hostage/barricaded situation has been neutralized, the following procedures should be followed:

- A. The suspect should be removed from the scene immediately in a protected concealed mode. The suspect shall be searched, given his/her rights *if necessary*, and accompanied by the officer assigned to investigate the case.
- B. Special operations personnel shall immediately leave the scene together.
- C. Hostages should be removed immediately upon capture, surrender, or control of the suspect has occurred.
 - 1. Radio communication should be made that the hostages are coming out.
 - 2. Medical treatment should be provided, if needed.
 - 3. Attempt to find a quiet area so that hostages may be united with their families.

4. The Incident Commander should assign an officer/investigator to each hostage for the purpose of
- D. The crime scene should be preserved until processed for evidence by officers assigned.
1. The area will remain cordoned off until the Incident Commander declares it open.
 2. Units that are no longer needed should be cleared for normal assignments, by the Incident Commander.
 3. All officers should return all special equipment to the Incident Commander prior to leaving the area.
 4. Investigations should be made into any surrounding property damage, e.g., bullet holes in neighboring buildings or destroyed lawns and gardens. Investigations should include pictures.

29: USE OF SAFETY RESTRAINT DEVICES (SEAT BELTS)

29:1. POLICY

Scope and Goals

There is increasing evidence that patrol officers today face an ever-increasing risk of suffering injury or death due to on-duty involvement in motor vehicle accidents. More police officers die from motor vehicle crashes than gunfire.

The police department will strive to reduce severity of injuries and hopefully eliminate fatalities for all occupants of police department vehicles through the required use of safety restraint devices in patrol vehicles provided by the manufacturer and maintained by the department.

29:2. PURPOSE

The implementation of mandatory safety restraint usage will better enable police personnel to be more prepared to maintain control of the patrol unit during collision sequences, unexpected evasive maneuvers, emergency responses, pursuit driving and everyday driving conditions.

Mandatory compliance with this policy will reduce the incidence of injuries sustained in traffic accidents and lessen the severity of injuries, which are sustained. Compliance will also serve as an excellent example to the motoring public and general population. It is also Commonwealth Law.

29:3. PROCEDURES

All police personnel will use safety restraint devices upon occupying department vehicles.

All police personnel driving police vehicles will insure that all occupants (including prisoners) being transported, utilize safety restraint devices provided and/or made available, if available.

Exceptions:

- A. Officers or personnel producing written explanations from a physician, indicating the employee's medical inability (or physical) to utilize safety restraint devices will be exempt from this policy.
- B. An exemption from this policy can also be granted if the prisoner(s) to be transported is/are violent, combative, or otherwise would be hazardous to seatbelt in the car.

- C. Under certain circumstances where the use of safety restraint devices and the police function and/or officer survival may not be compatible.
- D. Exemptions to this policy shall be granted in situations in which the officer believes the efficient culmination of the police function and/or officer survival through a potentially high risk situation outweigh the benefits of the safety restraint device.

30: OFF DUTY: POWERS OF ARREST

30:1. PURPOSE

The purpose of this policy is to provide guidelines to police officers regarding acceptable criteria for affecting an off-duty arrest.

30:2. DISCUSSION

Off-duty officers are often faced with situations involving criminal conduct that they are neither equipped nor prepared to handle in the same manner as if they were on duty. This may lead to unnecessary injuries to off-duty officers, and confusion for those on-duty officers arriving at the scene trying to correctly assess the facts. In order to promote safety and the most efficient operations, it is the policy of this police department to determine and regulate those situations and locations within which a sworn member is permitted to make an arrest while off-duty.

30:3. DEFINITIONS

Personally Involved: Where the off-duty officer, a family member, or a friend becomes engaged in a dispute or incident with the person to be arrested or any other person connected with the incident. This does not apply to situations where the police officer himself is the victim of crime.

30:4. PROCEDURES

30:4.1. Liability protection:

The police officers of this police department have liability protection for on and off-duty performance of official duties. This protection does not extend to willful acts to cause injury or damage, or to those actions that the police knew, or reasonably should have known, were in conflict with the established policies or customs of this department.

30:4.2. Permitted off-duty arrests:

When off-duty and within the legal jurisdiction of this police department, a police officer may make an arrest only when:

- A. The arresting officer is not personally involved in the incident underlying the arrest and
- B. There is an immediate need for the prevention of a crime or apprehension of a suspect and

- C. The crime would be charged as a jailable offense requiring a full custodial arrest; and
- D. The arresting officer is in possession of appropriate police identification.

30:4.3. Off-duty responsibilities:

- A. While off-duty, it is the responsibility of the police officer to immediately report any suspected or observed criminal activities to on-duty authorities.
- B. Except as allowed by this policy, off-duty officers should not enforce summary offenses or minor violations such as harassment, disorderly conduct or other quality of life offenses. On-duty personnel shall be contacted to respond to the situation where an off-duty officer becomes aware of such violations.
- C. Where an arrest is necessary, the off-duty arresting officer shall abide by all departmental policies and procedures.

30:4.4. Prohibited off-duty arrests:

Police officers of this department may NOT make an arrest off-duty:

- A. When the arresting officer is personally involved in the incident underlying the arrest or
- B. 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.
- C. When the arrest is made solely as enforcement of a minor traffic regulation. In spite of the fact that a police officer has police powers and responsibilities 24 hours a day throughout the jurisdiction, the off-duty officer should not enforce minor traffic regulations.

31: COMMUNICABLE DISEASE

31:1. PURPOSE

The purpose of this policy is to provide guidelines for law enforcement officers in preventing the contraction of communicable diseases.

31:2. POLICY

It is the responsibility of the department to ensure that its members are able to perform their duties in a safe and effective manner. The safe performance of daily operations has recently become threatened by life-endangering communicable diseases. Therefore, it shall be the policy of this department to continuously provide employees with up-to-date safety procedures and communicable disease information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases.

31:3. DEFINITIONS

- **Body Fluids:** Liquid secretions including blood, semen and vaginal or other secretions that might contain fluids such as saliva, vomit, urine or feces is an active attempt by a law enforcement officer in an authorized emergency vehicle to apprehend fleeing suspects who are attempting to avoid apprehension through evasive tactics.
- **Communicable Disease:** Those infectious illnesses that are transmitted through contact with the body fluids of an infected individual

31:4. PROCEDURES

31:4.1. Communicable Disease Prevention

- A. In order to minimize potential exposure to communicable diseases, officers should assume that all persons are potential carriers of a communicable disease.
- B. Disposable gloves shall be worn when handling any persons, clothing or equipment with body fluids on them.
- C. Masks, protective eye wear and coveralls shall be worn where body fluids may be splashed on the officer.
- D. Plastic mouthpieces or authorized barrier or resuscitation devices shall be used whenever an officer performs CPR or mouth-to-mouth resuscitation.

- E. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary care, and should be considered contaminated items.
 - 1. Leather gloves shall be worn when searching for or handling sharp instruments.
 - 2. Officers shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight where necessary. The suspect may also be asked to remove objects from his person
 - 3. Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
 - 4. Needles shall be placed in a puncture resistant container when being collected for evidentiary or disposal purposes.
- F. Officers shall not smoke, eat, drink or apply makeup around body fluid spills.
- G. Any evidence contaminated with body fluids will be dried, double bagged in paper bags and marked to identify potential or known communicable disease contamination. Wear disposable latex rubber gloves and use tweezers when necessary.

31:4.2. Transport and Custody

- A. Where appropriate protective equipment is available, no officer shall refuse to arrest or otherwise physically handle any person who may have a communicable disease.
- B. Officers shall not put their fingers in or near any person's mouth.
- C. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals. The individual may be required to wear a suitable protective covering if he is bleeding or otherwise emitting body fluids.
- D. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has body fluids present on his person, or has stated that he has a communicable disease.
- E. Suspects taken into custody with body fluids on their persons shall be isolated from other prisoners during holding and processing.

- F. Officers shall document on the appropriate arrest or incident form when a suspect taken into custody has body fluids on his person, or has stated that he has a communicable disease.

31:4.3. Disinfecting

- A. 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.
 - 1. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
 - 2. Disposable gloves should be rinsed before removal. The hands and forearms should be washed.
 - 3. Hand lotion should be applied after Disinfecting to prevent chapping and to seal cracks and cuts on the skin.
 - 4. All open cuts and abrasions shall be covered with waterproof bandages before reporting for duty.
- B. Officers should remove clothing that has been contaminated with body fluids as soon as practical. Any contacted skin area should then be cleansed in the prescribed fashion. Contaminated clothing should be handled carefully and laundered in the normal fashion.
- C. Disinfecting procedures shall be initiated whenever body fluids are spilled, or an individual with body fluids on his person is transported in a departmental vehicle
 - 1. A supervisor shall be notified and he will direct in the disinfecting procedures as outlined below.
 - 2. Affected vehicles shall be immediately designated by posting a sign indicating "Body Fluid Spill" while awaiting disinfecting.
 - 3. 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 fluids.
 - 4. The affected area should be disinfected using hot water and detergent or alcohol, and allowed to air dry.
 - 5. All police vehicle interiors will be routinely cleaned with an approved disinfectant.

- D. Non disposable equipment and areas upon which body fluids have been spilled shall be disinfected as follows:
 - 1. Any excess of body fluid should first be wiped up with approved disposable absorbent materials.
 - 2. A freshly prepared solution of one part bleach to 10 parts water or a fungicidal mycobacteriacidal disinfectant shall be used to clean the area or the equipment.
- E. All disposable equipment, cleaning materials or evidence contaminated with body fluids shall be bagged and disposed of in compliance with state law provisions for disposal of biologically hazardous waste material.

31:4.4. Supplies

- A. Supervisors are responsible for continuously maintaining and storing in a convenient location an adequate amount of communicable disease control supplies
- B. Supervisors are responsible for dissemination of supplies for infectious disease control. Protective gloves, other first aid supplies and disinfecting materials will be made readily available at all times.
- C. All departmental vehicles shall be continuously stocked with the following communicable disease control supplies:
 - 1. Clean overalls in appropriate sizes
 - 2. Disposable gloves and leather gloves
 - 3. Puncture resistant containers and sealable plastic bags.
 - 4. Barrier resuscitation equipment, goggles and masks
 - 5. Liquid germicidal cleaner.
 - 6. Disposable towelettes (70% isopropyl alcohol).
 - 7. Waterproof bandages.
 - 8. Absorbent cleaning materials.
 - 9. "Isolation Area - Do Not Enter Signs"

31:4.5. Line of Duty Exposures to Communicable Diseases

- A. Any officer who has been bitten by a person, or who has had physical contact with body fluids of another person while in the line of duty may be considered to have been exposed to a communicable disease.
- B. A supervisor shall be contacted, and all appropriate duty injuries and medical forms shall be completed by the officer.
- C. After exposure the officer shall report to the appropriate health care facility for clinical and serological testing for evidence of infection.
 - 1. The department shall ensure continued testing of the officer for evidence of infection and provide psychological counseling as determined necessary by the health care official.
 - 2. Unless disclosure to an appropriate departmental official is authorized by the officer or state law, the officer's test results shall remain confidential.
- D. Any person responsible for potentially exposing the officer to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease.
 - 1. The person shall be provided a copy of the test results and guaranteed its confidentiality.
 - 2. Criminal charges may be sought against any person who intentionally acts to expose an officer to a communicable disease.
- E. Officers who test positive for a communicable disease may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or members of the department.
 - 1. The department shall make all decisions concerning the employee's work status solely on the medical opinions and advice of medical and health chosen by the department.
 - 2. The department may require an employee to be examined by department chosen health care officials to determine if he is able to perform his duties without hazard to himself or others.
- F. All personnel shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

31:4.6. Record Keeping

The department shall maintain written records of all incidents involving employees who have potentially been exposed to a communicable disease while acting in the line of duty. The records shall be stored in a secured area with limited access, and maintained in conformance with applicable privacy laws.

32: HARASSMENT IN THE WORKPLACE

32:1. PURPOSE

The Purpose of this policy is to maintain a healthy work environment and to provide procedures for reporting, investigation and resolution of complaints of harassment, sexual or otherwise.

32:2. POLICY

It is the policy of this law enforcement agency that all employees have the right to work in an environment free of all forms of harassment. The agency does not condone, and will not tolerate, any harassment. Therefore, the agency shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise.

32:3. PROCEDURES

32:3.1. Prohibited Activity

- A. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
- B. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by this agency.
- C. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 - 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

32:3.2. Employer's/Employees's Responsibilities

- A. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes:

1. Monitoring the work environment on a daily basis for signs that harassment may be occurring.
 2. Counseling all employees on the types of behavior prohibited and the agency procedures for reporting and resolving complaints of harassment;
 3. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his line of supervision; and
 4. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation.
- B. Each supervisor has the responsibility to assist any employee of this department who comes to that supervisor with a complaint of harassment, in documenting and filing a complaint with the Chief of Police.
- C. Each employee of this department is responsible for assisting in the prevention of harassment through the following acts:
1. Refraining from participation in, or encouragement of, actions that could be perceived as harassment.
 2. Reporting acts of harassment to a supervisor; and
 3. Encouraging any employee, who confides that he is being harassed, to report these acts to a supervisor.
- D. Failure to take action to stop known harassment shall be grounds for discipline.

32:3.3. Complaint Procedures

- A. Employees encountering harassment shall inform that person that their actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
- B. Any employee who believes that he is being harassed shall report the incident(s) to his supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigation and disciplinary measures may be initiated. Where this is not practical, the employee may instead file a complaint with another supervisor or directly to the Chief of Police.

1. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incidents complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.
 2. The supervisor taking the complaint shall expeditiously deliver the complaint to the Chief of Police.
- C. The Chief of Police is responsible for assigning officers to investigate the complaint.
1. The investigating officers shall immediately notify the Chief and the prosecutor's office if the complaint contains evidence of criminal activity, such as assault, sexual abuse, rape, etc.
 2. The investigating officers shall include a determination whether other employees are being harassed by the person, and whether other agency employees participated in, or encouraged the harassment.
 3. The investigating officers shall inform the parties involved of the outcome of the investigation.
 4. The Chief of Police shall maintain in a secure location a file of harassment complaints.
- D. There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying or participating in the investigation of such a complaint.
- E. Complainants or employees accused of harassment may file an appeal in accordance with department procedures when they disagree with the disposition of a harassment claim.
- F. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

33: DRUG TESTING PROGRAM

33:1. POLICY

It is the policy of the Center Township Police Department to test any and/or all-departmental employees for illegal drug use or drug abuse and/or alcohol or other substance abuse under provisions established in this policy. We, as a law enforcement organization, demand freedom from illegal drug use and abuse to maintain the integrity of our profession.

33:2. PURPOSE

- A. The department has a legal responsibility and management obligation to ensure a safe work environment, as well as a paramount interest in protecting the public by ensuring that its employees have the physical stamina and emotional stability to perform their duties.
- B. Both the department and its employees are exposed to liability if the department fails to ensure that its employees are able to perform their duties without endangering him or her or the public.
- C. There is sufficient evidence to conclude that the use of illegal drugs, drug dependence and drug abuse, alcohol or other substance abuse, seriously impair an employee's performance, as well as his general physical and mental health. The illegal possession and use of drugs and narcotics is a crime and clearly unacceptable by department employees. There are unique corruption hazards associated with unlawful drug possession and use by police officers.

33:3. PROCEDURES

- A. For all the foregoing reasons, it is hereby made a condition of employment that all department employees be free from drug dependence, illegal drug use or drug abuse, alcohol or other substance abuse, and that employees be required to submit to drug or blood alcohol testing under the following circumstances:
 - 1. All employees for reasonable suspicion;
 - 2. Sworn officers on a random selection basis;
 - 3. All employees when operating a department vehicle in the township and involved in an accident where there is a fatality or critical injury;
 - 4. Sworn officers when promoted.

This order has been enacted to ensure that:

- All employees are fit for duty;
 - All employees are made aware of the department drug testing policy.
 - Drug testing follows an established written policy and procedure.
- B. Submission to drug testing shall include compliance with all preliminary testing requirements set forth in the order, including, but not limited to, an initial medical interview and the execution of certain forms.
- C. Department employees shall not ingest, inhale, inject, or otherwise take any narcotics or controlled substances unless same have been prescribed for the employee for medical purposes by a person licensed to practice medicine or prescribe medication.
- D. Any employee who is aware that he/she is dependent upon narcotics, whether prescribed or otherwise, or upon controlled substances or types of drugs, or alcohol, and who voluntarily admits same prior to being ordered to submit to a drug test, shall not be disciplined. Rather, he/she shall be permitted to take unpaid leave of absence, or to utilize his accumulated vacation and/or sick leave for the purpose of obtaining rehabilitative treatment for his/her dependence. This option, however, shall be afforded to an employee only once during his/her tenure with the Department for rehabilitative treatment for narcotics/controlled substances dependency and only twice during his/her tenure with the department for rehabilitative treatment for alcohol dependency.
- E. Any employee who fails or refuses to submit to a drug or blood alcohol test under the circumstances, terms and conditions set forth in this order shall be subject to disciplinary action, up to and including dismissal. Any employee who does submit to drug or alcohol testing pursuant to the circumstances, terms and conditions of the order, and who confirmatory drug test or blood alcohol test indicates a positive result, shall be subject to disciplinary action, up to and including dismissal.

33:4. DEFINITIONS

- Drug Test: A urinalysis test, consisting of both a drug "screen" test and confirmatory test (to be used in the event drug screen test results are positive), administered under approved, pre-established conditions and procedures for the purpose of detecting illegal drug use by employees. In all cases of a positive result from a drug "screen" test, the officer will automatically submit to another test (confirmatory) at the same testing facility or another.

- Reasonable Suspicion: A suspicion based on specific objective facts and reasonable inferences drawn from those facts in light of experience that (1) an employee is then under the influence of drugs, or (2) that the employee has used a controlled substance and it is reasonable to believe that said controlled substance would be presently detectable in the employee's urine through a drug test.

33:4.1. PROCEDURES RE: DRUG TESTING BASED ON REASONABLE SUSPICION

- A. Any supervisory department employee who has a reasonable suspicion that another employee is using drugs or controlled substances shall advise the employee of the basis for the reasonable suspicion and order the employee to submit to a drug test.
- B. Any non-supervisory department employee who has a reasonable suspicion that another employee is using drugs or controlled substances shall immediately report the facts and circumstances, which form the basis for the reasonable suspicion to his/her supervisor. Failure to do so shall subject the employee to disciplinary action. The supervisor shall then follow the procedures stated above in Section IV-B.
- C. The person ordering an employee to submit to a drug test shall prepare a report setting forth the specific facts and reasons which form the basis for the reasonable suspicion that led to the order for testing. The report shall be forwarded to the Chief of Police who shall maintain it in strict confidentiality until it shall be disposed of.

33:4.2. PROCEDURES RE DRUG TESTING ON RANDOM SELECTION BASIS SWORN OFFICERS

- A. All sworn officers will be tested on random selection basis.
- B. Every year thereafter, a percent of the total number of sworn officers as of January 1 of each year will be tested during that calendar year on a random selection basis.
- C. The Chief's Office will notify each Sergeant of those employees selected as to when or where those employees selected are to appear to provide a urine sample for a drug-screening test. It will be the responsibility of the Sergeant/Shift Supervisor to make sure that the employees are notified and appear.
- D. Officers on vacation, on sick leave, or on recreation and out of town when they are selected will not have to take the test at that time.

33:4.3. ADMINISTRATIVE/DISCIPLINARY ACTION

- A. No disciplinary action shall be taken against an employee who has been ordered to take and has taken a drug test based on reasonable suspicion, during the period between the time he/she is ordered to take the test and the time the authorizing supervisor is notified of the test results. During that period, however, the employee shall be required to surrender his/her weapon, and shall be placed on administrative leave with pay. Both actions shall be accomplished most discretely and, whenever possible, without advising other personnel of the reasons.
- B. If the confirmatory test of an employee's specimen indicates a positive result, the Chief of Police shall place the employee on administrative suspension and shall initiate a formal investigation against the employee in the manner set forth in the Police Manual for other violations of Departmental Rules and Regulations.

33:4.4. DOCUMENTATION CONFIDENTIALITY

- A. If the results of the confirmatory test are positive, all documentation generated in connection with the performance of the test, including the consent and release form, records made in connection with specimen collection and test results, shall be made available to both the employee and the Chief of Police. There shall be no dissemination of said documents to the public, except as may be necessary by law. Neither said documentation, nor the information contained therein, shall be used for the purposes of criminal investigation or prosecution. Nor shall any such documentation, or the information contained therein, be made known in connection with any request for a job reference for the employee from outside the department, except as made public as a result of a grievance hearing.
- B. If the results of the test are negative, or if the results of the confirmatory test indicate the presence of only prescribed or over-the-counter medication, all documentation generated in connection with the performance of the test (including the consent and release form, records made in connection with specimen collection and test results) shall be maintained in a file, in strictest confidence, available only to the employee or his/her representative, upon production of written authorization. There shall be no dissemination of said documents to the public, nor shall any such documentation, or the information contained therein, be made known in connection with any request for a job reference for the employee from outside the department.
- C. Any actions required to be taken by this order shall be effected with the utmost discretion, and with the involvement of as few personnel as possible. Further, individuals acting pursuant to this policy, or having

knowledge of actions taken pursuant to this policy, shall not discuss said actions with others, either within or without the department, except as may be required by this policy, or as may be dictated by necessity, and then such actions shall be discussed only on a need-to-know basis. All documentation generated pursuant to this policy shall be maintained in the utmost confidentiality.

33:4.5. PROCEDURES RE: DRUG TESTING AND BLOOD ALCOHOL TESTING OF MEMBERS INVOLVED IN VEHICLE ACCIDENTS.

- A. Department members involved in a vehicle accident while operating a department vehicle in the township, where there is a fatality or critical injury, will be given both a drug screening test and a blood alcohol test.
- B. The Chief of Police will be called to the scene.
- C. The member will be conveyed to the hospital for any required medical treatment and for a drug screening test and a blood alcohol test.
- D. A Chief or ranking officer at the scene of an accident involving a department member operating a department vehicle, where there is not a fatality or critical injury, will initiate the process for a drug screen test and a blood alcohol test, if there is reasonable suspicion to believe that the member is under the influence of drugs or alcohol.

33:4.6. PROCEDURES RE: DRUG TESTING A BLOOD ALCOHOL TEST IN DISCHARGE OF FIREARMS SITUATIONS

When a firearm is discharged by a sworn officer, either accidentally or intentionally, except at a target at an approved firing range, and a Chief or ranking officer at the scene of the incident has reason to believe that the employee is under the influence of drugs or alcohol, the employee will be conveyed to the hospital for both a drug screen test and a blood alcohol test.

33:4.7. PROCEDURES RE: DRUG TESTING OF NEWLY PROMOTED OFFICERS

All newly promoted officers will be required to submit to a drug screen test. The office of the Chief of Police will notify the officers as to when and where to appear for the drug screen test.

34: **PART-TIME POLICE OFFICERS**

34:1. POLICY

It is the policy of the Center Township Police Department to utilize part-time officers on a temporary, sporadic basis to fill open shifts in order to help keep the work force at safe and acceptable levels both for the residents of the Township as well as for the police officers themselves.

34:2. PURPOSE

The purpose of this directive is to establish a general understanding of the overall working conditions of the part-time officer including, but not limited to, hiring procedures, training, uniforms, discipline, scheduling, salary, etc.

34:3. PROCEDURES

34:3.1. Hiring Practices

- A. Every effort will be made to ensure that only the department will recruit the best candidates available.
- B. Testing will be advertised, then administered (Both Physical Agility and written exam, followed by an oral exam unless either the written or physical agility is not passed).
- C. Candidates for part-time employment will undergo exactly the same type of background investigation as candidates for full-time police employment. This is to include credit and criminal history check, complete physical and psychological examination as well.

34:3.2. Salary

- A. The Township Board of Supervisors upon recommendation by the Chief of Police will set the rate of pay for all part-time police officers annually. This will be part of the regular budget process and will become effective on January 1 of every year.
- B. Part-time officers will be paid at the same interval as the other Township employees, provided of course that they have worked within the time interval for the particular pay period. The only compensation for part-time employees will be their hourly rate of pay. No other fringe benefit will be provided unless approved by a vote of the Township Board of Supervisors.

C. Uniforms

- A. The department will make every effort to provide a serviceable uniform to each part-time employee through a clothing allowance given to those officers as stipulated in agreement.
- B. The part-time employee will furnish his/her service weapon/sidearm. (See Appendix B, Section VIII, Subsection C.)

34:3.3. Scheduling

- A. The Senior Sergeant or designated officer assigned by the Mayor will schedule part-time officers on an "as needed" basis to best serve the needs of the township. Officers will be scheduled according to their availability and reliability and also with due regard to other employment they may have. The reason for the latter being to avoid scheduling those officers who may be working an excess number of hours.
- B. There will be no guarantee, either expressed or implied, to any part-time police officer, of a certain number of hours that they will be given to work in any particular time period.
- C. Part-time officers are hired as **temporary employees** and are subject to termination at any time. This is not to say that either the part-time officer or any future employer should necessarily view such termination in a negative way. Such severance may be for any number of reasons having nothing to do with the quality of work by the employee, i.e., budgetary concerns, scheduling changes, lack of availability of the officer, etc.
- D. Part-time employment is NOT a guarantee of continued or permanent employment with the township. Therefore, part-time police officers employed by the Township of Center **are not** provided Civil Service status regardless of the length of time employed in such a part-time status. These part-time employees cannot be given any special considerations or extra credits during examination procedures for the hiring of full time police officers for the Township of Center.

34:3.4. Training

- A. Part-time police officers will be responsible for the same performance levels and code of conduct as set forth in this police manual, as are the full-time employees. They will be held accountable to follow every policy and procedure, as are their full-time counterparts.
- B. Any part-time police officer that has feelings of mistreatment, injury, or neglect of duty by a superior officer or other officers must file a complaint in writing addressed to the Chief of Police. This communication must proceed through the proper channels of the chain of command. Certain matters, such as those of a personal or

confidential nature, may be brought directly to the Chief of Police. Such grievances must be filed within ten (10) days of when the officer became aware, or should have become aware, of the situation that is in question. The Chief of Police will then issue a timely written response. Should the response from the Chief of Police not be satisfactory to the part-time officer AND the issue in question is of sufficient gravity, the matter MAY be taken to the /Township Supervisors by way of the Chairman of the board. Such a decision will be made at the sole discretion of the /Supervisors on a case-by-case basis. Should the /Supervisors decide to hear such a grievance, the time, place, format and participants will be at the discretion of the Supervisors. After such a hearing, the decision will be final. If the Supervisors declines to hear the grievance, then the decision of the Chief of Police is final.

35: SECONDARY EMPLOYMENT

35:1. PURPOSE

The purpose of this policy is to set forth guidelines to govern off-duty or secondary employment by members of this department.

35:2. POLICY

The policy of this department is to provide guidelines to police employees to inform them of the types of secondary employment, which are appropriate; and to establish procedures to maintain accountability for the welfare of the department. These requirements are essential for the efficient operation of the police department and for the protection of the community

35:3. DEFINITIONS

- **Employment:** the provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer charity work
- **Extra-Duty Employment:** Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee.
- **Regular Off-Duty Employment:** Any employment that will not require the use, potential use of law enforcement powers by the off-duty employee.

35:4. PROCEDURES

A. There are two types of off-duty employment in which an employee may engage:

1. **Regular Off-Duty Employment:** Employees may engage in off-duty employment that meets the following criteria:
 - a) Employment of a non-police nature in which vested police powers are not a condition of employment the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
 - b) Employment that presents no potential conflict of interest between their duties as a police officer and their duties for their secondary employer. Some examples of employment representing a conflict of interest are:
 - i. As a process server, repressor, or bill collector, towing of vehicles, or in any other employment in which police

authority might tend to be used to collect money or merchandise for private purposes.

- ii. Personnel investigations for the private sector or any employment, which might require the police officer to have access to police information, files, records or services as a condition of employment.
 - iii. In police uniform in the performance of tasks other than that of a police nature.
 - iv. Which assists (in any manner) the case preparation for the defense in any criminal or civil action or processing.
 - v. For a business or labor group that is on strike.
- c) Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of employment presenting a threat to the status or dignity of the police profession are:
- i. Establishments which sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature
 - ii. Any employment involving the sale, manufacture or transport of alcoholic beverages as a principal business.
 - iii. Any gambling establishment not exempted by law.
2. Extra-Duty Employment: Police officers may engage in extra-duty employment as follows:
- a) Where a government, profit-making or not-for-profit entity has a contract agreement with the police department for police officers in uniform who are able to exercise their police duties.
 - b) Types of extra-duty services which may be considered for contracting are:
 - i. Traffic control.
 - ii. Crowd control.
 - iii. Security and protection of life and property.
 - iv. Plain clothes assignments.

3. Limitations on regular off-duty and Extra-Duty Employment are as follows:
- a) In order to be eligible for off-duty employment, a police officer must be in good standing with the police department. Continued departmental approval of a police employee's off-duty employment is contingent on such good standing.
 - b) Those officers who have not completed their probationary period, or who are on medical or other leave due to sickness; temporary disability or an on-duty injury shall not be eligible to engage in a regular or extra-duty employment.
 - c) Prior to obtaining off-duty employment, a police officer shall comply with departmental procedures for granting approval of such employment, or registration for extra-duty employment. All officers must complete and submit "Off Duty Employment Request"
 - d) A police officer may work a maximum of 20 hours of off-duty, regular, or extra duty employment; or a total of 60 hours in combination with regular duty in each calendar week.
 - e) Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the police employee's performance of duty.
 - f) A police officer engaged in any off-duty employment is subject to call-out in case of emergency, and may be expected to leave this off-duty or extra-duty employment in such situations.
 - g) Permission for a police employee to engage in outside employment may be revoked where it is determined pursuant to departmental procedure that such outside employment is not in the best interests of the department.

B. Authority of the Mayor

The Mayor shall have the power and is authorized to approve or disapprove the secondary employment of any employee of the police department. He shall also regulate the type of employment and the number of hours an employee may work. He shall also make suitable regulations and procedures for the guidance of employees desiring to engage in secondary employment.

C. Liability of the Township of Center and the Police Department

1. The Township of Center shall not award or grant any money, salary, sick pay or disability pay for injuries or sickness sustained directly or indirectly from any type of secondary employment.
2. The Township of Center shall not make payment for any court appearance where the appearance is related to or is the result of secondary employment.

D. Employee 's Responsibility and Duty to the Police Department

All employees engaged in secondary employment must recognize that their primary duty, obligation and responsibility are to the police department. Employees are subject to call at all times for emergencies, special assignments or extra duty and no secondary employment may infringe on their obligations.

E. Secondary Employment Application and Permit

1. An "Off-Duty Employment Request" (see Forms) for outside employment shall be prepared and submitted to the Chief of Police, who shall recommend or reject the request and then forward it to the Mayor for review and final action.
2. Employees granted approval of an outside employment request should submit a request for renewal each year by January 31 or immediately upon any significant change in the specific duties outlined in the prior request.

36: MISSING PERSONS

36:1. PURPOSE

The purpose of this policy is to establish responsibilities and guidelines for the investigation of missing persons.

36:2. POLICY

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they may be considered at risk. The roles of the complaint taker and initial responding officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk. Therefore, it is the policy of this agency that (1) all reports of missing persons be given full consideration and attention by members of this agency to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy, and (2) that particular care be exercised in instances involving missing children and those who may be mentally or physically impaired or others who are insufficiently prepared to take care of themselves.

36:3. PROCEDURES

A) Reporting/Classification of Missing Persons

1. There is no waiting period for reporting a missing person.
Missing person reports shall be taken in person or by telephone in conformance with the criteria of this policy and the criticality of the incident.
2. A person may be declared "missing" when his/her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.
3. An individual may be considered "missing-critical" who meets the foregoing criteria and who, among other possible circumstances,
 - a. may be the subject of foul play,
 - b. because of age (young or old), may be unable to properly safeguard or care for himself/herself,

- c. suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;
 - d. is a patient of a mental institution and is considered potentially dangerous to himself or others;
 - e. has demonstrated the potential for suicide; or
 - f. may have been involved in a boating, swimming or other sporting accident or natural disaster.
- 4. Reports of juveniles who have voluntarily left home (i.e., “runaways”) should be classified as such only after thorough investigation.
- 5. Based on the outcome of initial inquiries, a decision may be made concerning the potential danger posed to the missing person and the urgency of police response.

B. Initial Report Taking

1. The initial report taker must gather as much pertinent information as possible in order to properly classify a missing person report and initiate proper response. This includes the following information:
 - a. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
 - b. Time and place of last known location and the identity of anyone accompanying the subject.
 - c. The extent of any search for the subject.
 - d. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 - e. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.

- f. The current physical condition of the subject and whether the person is currently on prescription medication.
2. If the missing person is a child, inquiry should also determine of the child
 - a. is or may be with any adult who could cause him/her harm;
 - b. may have been the subject of a parental abduction;
 - c. has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.
3. A supervisory officer shall be notified immediately upon classification of a report as "missing-critical."

C. Preliminary Investigation

The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:

1. Complete description of the subject and a recent photograph.
2. Detail of any physical or emotional problems identified in items B-1-e and f of this policy.
3. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
4. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.
5. Indications of missing personal belongings, particularly money and other valuables.
6. Any suggestions of foul play or accident.
7. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as

- a. the presence of behavioral problems;
 - b. past instances of running away;
 - c. signs of an abusive home environment or dysfunctional family situation;
 - d. whether the child is believed to be with adults who may pose a danger; and
 - e. the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
8. When possible, officers should gain permission to search a missing child's home and school locker, as appropriate.
 9. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made in state and national information databases in accordance with established procedures (e.g. CLEAN-Commonwealth Law Enforcement Assistance Network, NCIC and The National Center for Missing and Exploited Children).
 10. In the case of persons designated as "missing-critical," a supervisory officer may direct that
 - a. the dispatcher broadcast to all persons on duty all information necessary to identify the missing person, and
 - b. authorize mobilization of resources necessary for an area search.

D. Ongoing Investigation

Ongoing investigations of missing persons should include but should not be limited to the following actions and activities:

1. Request release of dental records and any fingerprints available.
2. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
3. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons

who were with the individual or who may work in or frequent the area.

4. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
5. Provide identification and related information to all elements of this agency, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.
6. Decisions to use local media to help locate missing persons shall be made with the approval of the police chief and the missing person's family.
7. The lead investigator shall maintain routine ongoing contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

E. Recovery of Missing Persons and Case Closure

1. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall
 - a. advise them that they are the subject of a missing person investigation;
 - b. ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 - c. make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
2. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
3. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.

4. In cases involving juveniles, officers shall ensure that
 - a. the juvenile receives medical attention if necessary in a timely manner;
 - b. initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributory factor, and
 - c. that parents, guardians and/or the person reporting the missing youth are notified in a timely manner
5. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.
6. Where indicated, follow-up action shall include filing of an abuse and neglect report with the state youth service agency.
7. The case report shall include a complete report on the whereabouts, actions and activities of children while missing.
8. Where indicated, criminal charges shall be filed.

37: DISSEMINATION OF PROTECTED INFORMATION

37:1. PURPOSE

The purpose of this directive is to establish policy guidelines of the Center Police Department, which will enable this department to gather, disseminate, and receive intelligence, investigative and treatment data from other conforming criminal justice agencies. This data being classified as “protected information” by *18 Pa C.S.A. § 9106*.

37:2. POLICY

It is the policy of the Center Twp. Police Department to conform to the mandates of the Criminal History Record Information Act *18 Pa C.S.A. § 9101 et.seq.* (CHRIA)

37:3. DEFINITIONS

1. AUTOMATED SYSTEMS – A computer or other internally programmed device capable of automatically accepting and processing data, including computer programs, data communication links, input and output data and data storage devices.

2. CRIMINAL HISTORY AGENCY – A court, including the minor judiciary, with criminal jurisdiction or another governmental agency, or sub-unit thereof, created by statute or by the State of Federal Constitution, specifically authorized to perform as its principal function the administration of criminal justice, and which allocates a substantial portion of its annual budget to that function. The term includes organized state and municipal police departments, local detention facilities, county, regional and state correction facilities; probation agencies; district or prosecuting attorneys; parole boards, pardon boards and agencies or sub-units thereof, as are declared by the Attorney General to be criminal justice agencies as determined by a review of applicable statutes and the State and Federal Constitution, or both.

3. PROTECTED INFORMATION – intelligence, investigative or treatment information.

- a. Intelligence information – Information concerning the habits, practices, characteristics, possessions associations or financial status of an individual compiled in an effort to anticipate, prevent, monitor, investigate or prosecute criminal activity.
- b. Investigative information – Information assembled as a result of the performance of an inquiry, formal or informal, into a criminal incident or an allegation of criminal wrongdoing and may include modus operandi information.
- c. Treatment information – Information concerning medical, psychiatric, psychological, or other rehabilitative treatment provided, suggested or prescribed for an individual charged with or convicted of a crime.

5. REPOSITORY – A location in which history record information is collected, compiled, maintained and disseminated by a criminal justice agency.

6. CENTRAL REPOSITORY The central location for the collection, compilation, maintenance and dissemination of criminal history record information by the State Police.

7. CRIMINAL HISTORY RECORD INFORMATION – Information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and dispositions arising there from. The term does not include intelligence information, investigative information or treatment information, including medical and psychological information or information and records specified in 18 Pa. C.S.A. § 9104 (relating to scope).

37:4. PROCEDURES

37:4.1. Intelligence Officer

The Chief of Police will be designated as the intelligence officer and will be responsible for the classification, computerization and dissemination of all “protected information” classified in CHRIA. He may designate other members of the department to perform this duty on an as needed basis.

37:4.2. Collection of protected information

The department will collect protective information in its automated system only when the following conditions are met:

- a. The information concerns an individual or group which it reasonably suspects of criminal activity.
- b. The information is related to criminal activity that would give rise to prosecution for a state offense graded a misdemeanor or felony or for a Federal offense for which a penalty is imprisonment for more than one year.
- c. The information is categorized based upon subject matter.
- d. The information does not concern participation in a political, religious or social organization, or in the organization or support of a nonviolent demonstration, assembly, protest, rally or similar form of public speech, unless there is a reasonable suspicion that the participation by the subject of the information is related to criminal activity or prison rule violation.
- e. The intelligence information is not collected in violation of state law.
- f. Protected information will not be collected for, or transferred to the central repository maintained by the Pennsylvania State Police.

37:4.3. Security of Protected Information

The confidentiality of protected information will be provided for and securely maintained by:

- a. Following department physical plant/maintenance policy to reasonably protect repository from theft, sabotage and man-made or natural disasters.
- b. Properly selecting, supervising, and training personnel authorized to have access to protected information.
- c. Insure that, where computerized data processing is employed, the equipment utilized for maintaining intelligence information, investigative information or treatment information is dedicated solely to purposes related to the administration of criminal justice. If the equipment is not used solely for the administration of criminal justice, the criminal justice agency is accorded equal management participation in computer operations used to maintain the intelligence information, investigative information or treatment information.
- d. Insuring that only those authorized to access protected information are electronically coded or otherwise designated to enter the automated system. The intelligence officer will maintain a copy of the authorization list.

37:4.4. Dissemination of protected information

This department's intelligence officer may only disseminate protected information if the following conditions are met:

- a. The requesting criminal justice agency must certify that it has adopted policies and procedures consistent with this Act. This may be a verbal certification, if intelligence officer knows agency. In the event the agency is unknown, then a signed statement of certification will be required before release of information.
- b. The intelligence officer records on the designated form the pertinent information for a proper audit trail of disseminated protected information. This record is to be maintained separate from the individual's file.
- c. The protected information has been determined to be reliable.
- d. The requesting criminal justice agency justifies its request based on name, fingerprints, modus operandi, genetic typing, voiceprint or other identifying characteristic.
- e. The intelligence officer lists on the Dissemination Log: the date, purpose and agency requesting the information.
- f. In the event the intelligence officer becomes aware (by any means) that previously disseminated information is misleading, obsolete, and/or unreliable, the information is to be corrected and recipient agencies notified of the change within a reasonable time period.
- g. Protected information in department's possession but which was not obtained through our sources may not be disseminated to another agency except if requesting agency and our department are investigating or prosecuting a criminal matter jointly. The intelligence officer must, however, refer requesting agency to the agency, which was the source of the information.

- h. This department's intelligence officer, when requesting protected information from another agency, must certify in writing that this department complies with CHRIA.

37:4.5. retention of records

Department's protected information will be maintained and will be purged only with the written approval from the Chief of Police and only under the following conditions:

- a. The data is no longer relevant or necessary to meet the goals and objectives of this agency.
- b. The data is obsolete making it unreliable for present purposes and updating it would be worthless.
- c. The data cannot be used for strategic or tactical purposes associated with the duties of this agency.

	<i>Subject:</i> General Order <i>~Utilization of K-9 Unit~</i>			<i>Order Number:</i> K-9
<i>Effective Date:</i> 5-15-2011	<i>Review Date:</i> 3-24-2011	<i>Revision Date:</i> 3-24-2011	<i>Number of Pages:</i> 24	
<i>Adopted Board of Supervisors</i>				
<i>Authorization:</i> Barry D. Kramer ; Chief of Police				

38: UTILIZATION OF K-9 UNIT

38:1. PURPOSE

1.1 The purpose of this policy is to provide the Center Township Police Department with an internal set of guidelines for the use of police service dogs and to outline the general organization and deployment of the K-9 Unit. This policy is not intended to provide the standard of care for any civil or other external proceeding and the determination of compliance with this policy is expressly reserved to internal proceedings within the Center Township Police Department.

1.2 The mission of the K-9 Unit is to provide the Center Township Police Department with the services of trained police service dogs.

1.3 The decision to use a police service dog in accordance with this policy shall be deemed an act of discretion and shall be reviewed in light of information reasonably available to the officer(s) at the time the decision is made. The ultimate disposition of any related criminal proceeding shall have no bearing on determining the reasonableness of any such decision.

38:2. POLICE SERVICE DOG PROGRAM POLICY

2.1 The following procedures are suggested operating procedures to be followed and maintained to insure an efficient and professional Canine Unit for the Township of Center. These procedures shall be adhered to, not only by the members of the Canine Unit, but also by all other officers and supervisors of the department. It is meant to help standardize and professionalize the members of Center Township Police Department's Canine Unit. It is imperative that members of the department realize that these procedures be followed in order that the K-9 Team(s) perform their duties professionally and efficiently. Last of all, it will aid other officers in working with the police service dogs and their handlers on calls to insure a congenial working atmosphere.

These procedures are subject to change, updates and revisions, to keep pace with the latest canine training ideas, court case law decisions and to comply with Operational Directives set down by the Chief of Police.

2.2 The police service dog program mission is to provide a reliable patrol dog capability through the employment of trained officer-dog teams to aid in law enforcement. The primary task of the Canine Team is search and apprehension of criminals. A police service dog may be used to apprehend an individual if the canine handler reasonably believes that the individual has either committed or is about to commit any offense and if any of the following conditions exists:

- a.** There is a reasonable belief that the individual poses an immediate threat of violence or serious harm to the public, any officer, or him/herself.

- b.** The individual is physically resisting arrest and the use of a police service dog appears necessary to overcome such resistance.
- c.** The individual is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.
- d.** It is recognized that situations may arise which do not fall within the provisions set forth in this policy. In any such case, a standard of reasonableness shall be used to review the decision to use a police service dog in view of the totality of the circumstances.
- e.** Absent the presence of one or more of the above conditions, mere flight from pursuing officer(s) shall not serve as good cause for a canine apprehension.

2.3 Prior to the use of a police service dog to search for or apprehend any individual, the canine handler or supervisor at the scene shall carefully consider any pertinent information reasonably available at the time. This information shall include, but is not limited to:

- a.** The individual's age or an estimate thereof;
- b.** The nature of the suspected offense involved;
- c.** Any potential danger to any other police officers who may attempt to intervene or assist with the apprehension;
- d.** Any potential danger to the public which may result from the release of a police service dog.
- e.** Unless it would otherwise increase the risk of injury or escape, a verbal warning followed by a reasonable period for compliance shall precede the release of any police service dog.

2.4 Unless it would otherwise increase the risk of injury or escape, a verbal warning followed by a reasonable period for compliance shall precede the release of any police service dog.

2.5 A department supervisor shall be notified as soon as practicable following any police service dog apprehension.

2.6 Prior to going off duty, the canine handler shall complete all necessary reports associated with the use of a police service dog in an apprehension.

3.0 CANINES

3.1 All dogs selected and used by the Center Township Police Department shall be considered the property of the Center Township Police Department.

3.2 Canines will not be permitted to participate in breeding, shows, field trials, outside training, certifications or practical demonstrations without permission from the Chief of Police.

3.3 Canines are not permitted to work more than fifteen (15) hours in a consecutive twenty-four (24) hour period.

4.0 SELECTION OF CANINE HANDLER

4.1 The following factors should be considered when selecting a canine handler:

- a. Must be a competent police officer with a good understanding of the canine aspect of police work.
- b. The officer must be able to demonstrate the ability to adjust to increased responsibilities of canine demands on and off duty.
- c. Upon completion of training/certification, the officer must be able to distinguish the possibility of danger to innocent bystanders when deployed to a scene.
- d. The officer must be able to direct fellow officers of expectations when a Canine Team is deployed.
- e. The officer must be dedicated to, and have a love, understanding and compassion for dogs.
- f. The officer must have a stable personal life and any family members of the officer living together must be willing to accept the police service dog as an integral part of the family unit.
- g. The officer must have an understanding of the rules and regulations concerning the legal ramifications of the use of police service dogs.
- h. He/she must be able to adapt to the different situations and problems that are encountered in police service and to actively integrate the police service dog in to the changing environment.
- i. The canine handler and canine must be able to complete an approved training course, which is necessary to adequately prepare the canine and handler for the rigors of police service together. Upon completion of training, the K-9 Team must be able to satisfactorily pass the certification testing.
- j. The canine handler and canine must be able to maintain a minimum of eight (8) hours of monthly maintenance training in each of the areas the Team is certified in, such as patrol/utility and narcotics/explosives detection, to keep the K-9 Teams proficient.

4.2 Required knowledge, skills, abilities and other factors:

- a. Self Motivation and initiative.

- b. Ability to work flexible hours and agree to be on-call during off duty hours.
- c. Must be able to perform with limited supervision.
- d. The officers must be willing to commit themselves to the assignment for the police service life of the canine. This is necessary because of the training and the bond which will be developed between the officer and the canine. The average service life of 8-10 years can be expected.
- e. The officer must be willing to house the Department's canine in their residence and care for the animal on and off duty.
- f. Canine officers should live at a location (residence) appropriate for housing a police service dog. The officer should rent or own a house as opposed to an apartment. An appropriately fenced-in area of yard to allow the canine to exercise is preferred. (If property is rented, must have permission of the owner).
- g. The officer must be aware that the job may be physically demanding, requiring that the officer may have to follow the canine through mud and water, crawl under houses and go other places where the officer may not have to go otherwise.
- h. The officer must be even tempered, slow to anger, have unlimited patience, be self disciplined, assertive, mature and neat.
- i. The officer must be eager to spend much of his own time in caring for and working with the canine without thought of compensation.
- j. The officer must be willing to work as assigned.

5.0 DUTIES AND RESPONSIBILITIES OF THE CANINE HANDLERS

5.1 Handlers must exhibit the following qualities: Patience, willingness to work with dogs, motivated, assertive, good physical condition, dependable, positive attitude toward his/her canine and canine program, ability to work during inclement weather, and be able to motivate his/her dog.

5.2 A canine handler will maintain a police service dog and, due to the nature of their work, the canine officer is subject to call at any time.

5.3 The following are some of the specific duties and responsibilities for canine officers (these are representative and should not be considered exclusive):

- a. Canine officers are police officers first. They will abide by the same rules and regulations, orders and directives that govern all members of the Center Township Police Department.

- b.** Canine officers, while patrolling their assigned areas, will enforce all violations of Federal, State and Township laws or ordinances.
- c.** Canine officers are under the direct supervision of the Chief of Police through the chain of command.
- d.** Canine officers are to direct any problems involving them or their dog to the Chief of Police via the chain of command.
- e.** All canine officers will turn in a Canine Usage Report/Incident Report on their dog when used.
- f.** All K-9 Teams will be certified in all areas of patrol/utility and narcotics or explosives detection, for which the dog will be utilized.
- g.** In the event the canine is unable to accompany his handler on duty, the handler will be assigned regular shift work by the shift supervisor
- h.** Canine officers will be responsible for decisions of overall maintenance of their dog(s) including, but not limited to, grooming, feeding, scheduled routine veterinary care, and approved training.
- i.** Groom and maintain a healthy canine.
- j.** Maintain veterinary care as required by the Police Department.
- k.** Canine officers may retain/reserve the right to seek evaluations and/or treatment from veterinarians other than the Township designated veterinarian, when conditions occur requiring specialized treatment, or when the Township veterinarian is unavailable with approval of the Chief of Police.
- l.** File all Veterinary Reports and any veterinary bills with the Chief of Police.
- m.** All necessary canine reports will be filed with the Chief of Police on a timely basis.
- n.** Replace worn out or faulty K-9 Team duty equipment.
- o.** Canine handler is responsible for the actions of his canine at all times, either on or off duty.
- p.** Educate the public and members of the Police Department about the capabilities and uses of the police service dogs.
- q.** Each canine officer will announce the presence of their canine when entering the Police Department.
- r.** The canine officer will post a K-9 presence sign on any doors of rooms in the Police Department where it is necessary to maintain the canine while in the Police Department.

s. The canine officer must be able to determine possible dangers to the canine prior to deployment.

t. All canine officers will have a copy of the Drug Enforcement Administration License in their possession at all times when in possession of any type of narcotics as a training aid.

6.0 DUTIES AND RESPONSIBILITIES OF THE CANINE TEAM

6.1 It is recommended that the Canine Teams be dispatched as needed to assist on the following:

a. Backup or assist patrol officers or other officers within the Township of Center.

b. Backup or assist the police Departments of surrounding communities, in the event of an emergency, when requested, and if there is sufficient duty personnel on shift.

c. Protect police officers and other emergency personnel in civil disturbances.

d. Patrol duties to include street fairs, carnivals, athletic events, large public gatherings, etc.

e. Tracking of any missing child or adult not described as actors involved in criminal activity.

f. Tracking of actors involved in criminal activities after a crime is committed.

g. Physical checks of commercial business establishments (open doors, etc.).

h. Burglaries or robberies in progress.

i. Fights or domestic disturbances.

j. Assist with arrests with or without warrants.

k. Patrol the park areas within Center Township.

l. Public relations with or without demonstrations.

m. Track and/or apprehend prowlers, peeping Toms, etc.

n. Patrol of the entire Township.

o. Traffic stops.

p. Any other specific duties authorized or required by a patrol supervisor or the Chief of Police.

q. Certified Teams: assist in drug (narcotics) investigations and/or explosives investigations as applicable.

38:3. REQUESTS FOR DEPARTMENT CANINE

1. It shall be the policy of the Center Township Police Department to support the efforts of other law enforcement agencies. Therefore, any call for aid in the form of request for the canine shall be honored when that request is within the working guidelines of our canine policy and is feasible for a canine to assist.
2. Requests for aid shall be channeled through the Beaver County Communications Center, who will make the notifications and obtain permission from the shift supervisor or Chief of Police that may be required to dispatch the canine unit(s).
3. The following procedure will be followed when a K-9 Team request is received from an officer of this Department and the K-9 Team is **“off-duty”**:
 - a The requesting officer will advise the shift supervisor of the request. The shift supervisor will review the request and may authorize the “call-in” of the K-9 Team.
 - b If “call-in” is authorized, the on-call canine officer will be contacted by phone and/or pager and advised of the request along with details of the incident.
 - c The canine officer will make the final decision if the canine will be used, based on his knowledge of his dog’s abilities and limitations and safety factors.
 - d If the canine officer determines that the canine will not be used, the canine officer will note the reason(s) on the case report during his/her next normal working day.

38:4. THE FOLLOWING PROCEDURE WILL BE FOLLOWED WHEN A REQUEST IS RECEIVED FROM AN OUTSIDE AGENCY AND THE K-9 TEAM IS **“OFF-DUTY”**:

- a The shift supervisor will advise the requesting agency that the Department’s K-9 Team is off-duty. They will be encouraged to request an on-duty K-9 Team from another agency. This decision should be based upon the type of incident, seriousness, emergency status and proximity.
- b If there are no “on-duty” K-9 Teams operating in the area, the Department’s K-9 Team may be available.
- c The shift supervisor will review the request and may authorize the “call-in” of the K-9 Team.
- d Any outside agency requesting a K-9 Team must agree to reimburse Center Township for any equipment or uniforms damaged and any medical care

needed for canine injuries, if these occur while the K-9 Team is assisting the outside agency. This will be determined and handled by the Chief of Police or his designee.

- e If the K-9 Team is deployed, the requesting agency will be responsible for compensation to Center Township for the overtime pay of the canine officer as defined in the Center Township Wage and Police Contract, which currently is a two (2) hour minimum at the rate of time and on-half (1 and ½) of the officer's basic hourly rate, for each hour of overtime.
- f If "call-in" is authorized, the on-call canine officer will be contacted by phone and/or pager and advised of the request along with the details of the incident.
- g The canine officer will make the final decision if the canine will be used, based on his knowledge of his dog's abilities and limitations and safety factors.
- h An incident report form will be filled out in detail by the canine officer.
- i If the canine officer determines that the canine will not be used, the canine officer will note the reason(s) on the K-9 Request Form during his/her next normal working day.

38:5. THE FOLLOWING PROCEDURE WILL BE FOLLOWED WHEN A REQUEST IS RECEIVED FROM AN **OUTSIDE AGENCY** AND THE K-9 TEAM IS "**ON-DUTY**":

- a The shift supervisor will be advised of the request and will make the determination if the K-9 Team request will be approved.

Any outside agency requesting a K-9 Team must agree to reimburse Center Township for any equipment or uniforms damaged and any medical care needed for canine injuries, if these occur while the K-9 Team is assisting the outside agency. This will be determined and handled by the Chief of Police or his designee.

- b If approved, the canine officer will be advised of the details of the incident and will make the final decision if the canine will be used, based on his knowledge of his dog's abilities and limitations and safety factors.
- c The canine officer will fill out a K-9 Request Form in detail.
- d If the canine officer determines that the canine will not be used, the canine officer will note that reason(s) on the K-9 Request Form.

38:6. GUIDELINES FOR APPROVING THE REQUEST FOR A DEPARTMENT K-9 TEAM BY **OUTSIDE AGENCIES**:

- a. Examples of serious incidents or emergencies which may be approved:

1. Tracking of a felon(s) when the requesting agency has been recent visual contact with the suspect(s) and have or will have an established perimeter setup prior to the K-9 Team's arrival.
2. Tracking of a small child who is missing or when foul play is suspected.
3. Tracking a person who is missing in an area where life may be endangered.
4. Forced entry to a building when the requesting agency has reason to believe that a suspect(s) is hiding inside. The outside perimeter must be secured, with no entry by any personnel prior to the K-9 Team's arrival.

b. Requests for assistance will be considered from any law enforcement officer in Pennsylvania as per the Municipal Police Jurisdiction Act, 42 Pa.C.S. ss 8953(a)(3).

In pertinent part, 42 Pa.C.S. ss 8953 provides:

1. General Rule. – Any duly employed municipal police officer who is within the Commonwealth, but beyond the territorial limits of his primary jurisdiction, shall have the power and authority to enforce the laws of this Commonwealth or otherwise perform the functions of that office as if enforcing those laws or performing those functions within the territorial limits of his primary jurisdiction in the following cases:

a. Where the officer has been requested to aid or assist any local, State or Federal law enforcement officer or otherwise has probable cause to believe that the other officer is in need of aid or assistance.

c. Any requesting agency which is not covered under the Municipal Police Jurisdiction Act, *i.e.*: a search and rescue group will be referred to the Chief of Police or the Operations Commander or their designate, for approval.

38:7. GUIDELINES FOR NON-CANINE PERSONNEL

- a** When a Canine Team is dispatched to an incident, other officers at the scene will conduct themselves as follows:
1. **Secure the scene** until the Canine Team arrives.

2. **Do not contaminate area** in any way (physical presence or chemical) to the degree possible.
3. If a break-in is in progress, do not enter the building unless ordered to do so by a supervisor at the scene.
4. Assist the Canine Team only as requested by the canine officer or supervisor.
5. Use common sense when working with Canine Teams.
6. Keep away from windows and doors.
7. Keep loud noises to a minimum.
8. Avoid excessive talking while the Canine Team is working.
9. Extinguish all lights and lighting (flashlights, etc.).
10. Keep area clear of civilian personnel.
11. The final decision to deploy the canine will be at the sole discretion of the canine handler at all times once at the scene.
12. Backup officer(s) will assist on the interior building search and will follow the instructions of the handler.
13. No officer will advance to the suspect until directed to do so by the canine handler.
14. Advise the canine officer if any chemical (OC Spray) was used in area or on suspect.
15. No attempt will be made to feed, pet or otherwise approach a police service dog without the specific permission of the canine officer.

38:8. CRIMINAL TRACKING

a. In the event a suspect is chased and the chase cannot be continued by patrol officers, and the Canine Team is called in, the following must be followed:

1. Secure the last known area where the suspect was seen. Do not contaminate the scene.
2. Give the handler the age of the track, if possible.
3. If possible, have a scent article secured.
4. Have backup officer(s) ready for track.

5. Keep area clear of civilian personnel and non-essential police personnel.
6. Advise the canine handler if suspect is armed and, if possible, what type of weapon he is armed with.
7. If assisting another agency, obtain a map of the area, if possible.

38:9. NON-CRIMINAL TRACKING

a. In the event that the Canine Team is called for a missing child, elderly walk away, Alzheimer patient, etc., the following must be followed by other officers at the scene:

1. Obtain all information possible about the missing person, including background information and medical information.
2. Obtain information as to when the individual was last seen and the location last observed.
3. Secure area where person was last seen, try not to contaminate the area nor let anyone else contaminate it.
4. Secure personal clothing, bedding or pillow case; if possible, obtain worn undergarments (from hamper, unless contaminated with other persons clothing). Do not touch any of this clothing; if possible, use tongs and place the clothing in a paper bag.
5. Keep area clear of civilian personnel and any unnecessary police personnel.
6. Do not contaminate the scene.

38:10. PROCEDURE FOR USE OF CENTER TOWNSHIP NARCOTICS CANINE

The canine narcotic detection program mission is to provide a practical and

- 1) credible drug detection capability through the employment of trained officer-
- 2) dog teams to aid in the investigation, apprehension and prosecution of persons engaged in illegal drug activities. The primary task of the Narcotics Canine Team is to locate drugs (controlled substances, narcotics).

The drug detector dog may be used to:

- a. Search vehicles, buildings, parcels and other items deemed necessary;
 - b. Obtain a search warrant by using the dog in support of probable cause;
 - c. Assist in the search for narcotics during a search warrant service;
 - d. Assist in drug education programs for the department.
- 3) The decision to use the dog rests solely with the dog's handler. The handler is responsible for the deployment of the dog as a method of investigation.
- 4) The drug detector dog team may be available for use by other law enforcement agencies. Requests by other agencies must be approved by a supervisor and will be considered on a case by case basis.
- 5) Training of the drug detector dog will be conducted by the canine handler using actual controlled substances as training aids. The controlled substances will be secured at the Department designated facility, and all personnel will adhere to established procedures for access, accountability and use.
- 6) The drug detector dog handler will keep records of all training and searches performed by the canine. It is important to use the dog team as frequently as possible in order to build expertise and credibility.

38:11. PROCEDURE FOR USE OF CENTER TOWNSHIP EXPLOSIVE CANINE

The canine explosive detection program mission is to provide a practical and

- 1) credible explosive detection capability through the employment of trained officer-
- 2) dog teams to aid in the investigation, apprehension and prosecution of persons engaged in illegal activities while utilizing and or possessing explosives or explosive making materials, as well as for the overall safety and precaution measures for high target areas. The primary task of the Explosives Canine Team is to locate explosives and explosive making materials.

Explosive detection canines will only be directed to a scene by supervisory personnel.

Explosive detection canine handlers shall follow the deployment guidelines outlined in the canine handler section of this policy (Section 4.0 and Section 5.0)

Explosive detection canines will be dual purpose dogs trained on the most common explosive component substances that D.O.D. technicians have found in the area. Explosive sniff/searches will be classified into two (2) categories: Preventive and suspect item.

- 3) Detection canines have working times (sniff times) that vary depending on the situation, therefore primary areas in a preventive sniff/search area shall be worked first and outward from that location. It would not be feasible to expect a canine to sniff/search an entire building when the primary areas that need swept may only be several rooms, the lobby and stairwell.
- 4) The following procedure will be used when a preventive sniff/search is executed:
- 5) The initial responding officer shall contact a Center Township Police Department O.I.C. and will request the explosive detection canine to respond. These guidelines are in addition to any other protocol or procedures.
- 6) The initial responding officer, unless otherwise relieved by a Center Township Police Department supervisor/O.I.C., shall perform the following
 - a) Secure the area to be sniffed/searched
 - b) Have personnel identify anything suspicious in the area
 - c) Inform handler of any areas of interest
 - d) Remove all occupants and keep distractions to a minimum.
- 7) Canine handler guidelines and responsibilities:
 1. Arrive safely on scene and gather all pertinent information.
 2. Evaluate the situation and determine whether the scene is a canine situation
 3. Develop a plan to deploy safely/relieve the dog when possible
 4. Deploy the dog in the primary areas and work outward.

8) If a positive result occurs:

1. The handler will note the location of the explosive component odor
2. Notify the Center Township Police Department supervisor/O.I.C. who will decide how to proceed, or if in another jurisdiction, notify the supervisor/O.I.C. of the jurisdiction that is being assisted.
3. Complete the necessary paperwork, i.e. incident report and use of K9 reports
4. If there is a negative result regarding the sniff/search and a police report is taken the reporting officer shall note the use of the canine. Handlers will complete a use of canine report and put a copy of the report in the case jacket and submit a copy to the Chief of Police.

9) The following procedure will be used when a suspect item sniff/search is executed:

10) The initial responding officer shall contact a Center Township Police Department O.I.C. and will request the explosive detection canine to respond. These guidelines are in addition to any other protocol or procedures.

11) The initial responding officer, unless otherwise relieved by a Center Township Police Department supervisor/O.I.C., shall perform the following:

- a) Secure the area to be sniffed/searched
- b) Have personnel identify anything suspicious in the area
- c) Inform handler of any areas of interest
- d) Remove all occupants and keep distractions to a minimum.

12) Canine handler guidelines and responsibilities:

1. Arrive safely on scene and gather all pertinent information
2. Evaluate the situation and determine whether the scene is a canine situation.

3. Develop a plan to deploy/safely relieve the dog when possible
4. Check search area for hazards, devices, traps and poisons
5. Deploy the dog in the primary work areas and work outward.

13) If a positive result occurs:

1. The handler will note the location of the explosive component odor.
2. Notify the Center Township Police Department supervisor/O.I.C. who will decide how to proceed, or if in another jurisdiction, notify the supervisor/O.I.C. of the jurisdiction that is being assisted.
3. Complete the necessary paperwork i.e. incident report and use of K9 reports
4. If there is a negative result regarding the sniff/search and a police report is taken the reporting officer shall note the use of the canine. Handlers will complete a use of canine report and put a copy of the reporting the case jacket and submit a copy to the Chief of Police.

38:12. 10.0 PROCEDURE FOR USE OF EVIDENCE RECOVERY CANINE

- 1) Some police canines have been trained to locate and indicate to lost or discarded items that contain human scent. This can be valuable at a crime scene where discarded evidence can be located and linked to the suspect or crime. Example of this could be guns, shell casings, knives, clothing and instruments of crime.
- 2) When the need arises or the possibility exists that evidence from a crime scene has been discarded the following procedure will be followed:

- i) Officer Guidelines:

- a. Patrol officers shall secure the scene and set up a perimeter.

- b. Request canine unit to respond if not enroute.
- c. Gather as much information as possible.
- d. Relay all known information to K-9 handler upon arrival.
- e. Assist canine team as directed by handler.

38:13. ROUTINE K-9 PATROL

1. When staffing permits, the canine officer and police service dog should be assigned to a roaming patrol zone which would enable that officer to roam the entire Township, should a problem arise where the K-9 Team is needed; thus eliminating the need to pull the canine officer out of a certain assigned zone to another section of the Township where the K-9 Team is needed. This will prevent non-coverage of that zone while the canine officer is elsewhere answering a call.
2. In the event a canine officer needs to assist in the transport of the offender, the canine will be secured in the canine vehicle by the handler until the handler can return as a team.
3. The canine officer will receive orders from the shift supervisor or the Chief of Police when not to report on duty with the canine.

38:14. HANDLER INJURY PROCEDURES

If the canine handler falls injured and is accompanied by his canine, **the following precautions will be used by all on-scene personnel:**

1. **DO NOT UNDER ANY CIRCUMSTANCES** approach the canine or attempt to render first aid, unless a fatality will result.
2. Officers will request medical assistance for a fallen or injured canine handler immediately
3. Attempt, if possible, to get the handler to control the canine

4. If at all possible, attempt to get another handler to remove the canine and control his actions
5. Attempt to contact a member of the canine handler's family to control the canine
6. If the canine is in the canine patrol vehicle, attempt to draw the canine's attention to the rear of the vehicle so that another officer can enter the front and close or block the front opening of the kennel insert to contain the canine
7. If a fatality may occur as a result of delayed medical treatment, officers will take all necessary steps needed to aid the fallen canine handler. **Remember the canine can be replaced, a human can not.**

38:15. CANINE INJURY PROCEDURES / VETERINARIAN CARE

1. In the event that a Center Township police service dog requires
2. Veterinarian care, the handler is to make an appointment (unless emergency) before taking his dog to the Township authorized veterinarian, if possible. After his appointment, the handler will fill out a report and submit same, along with the veterinarian bills, if any, to the Chief of Police as soon as possible.
3. All canine officers will be instructed in first aid training for their canine under the supervision of a qualified veterinarian.
4. The canine handler will determine the ability of his animal to continue the mission should the animal sustain an injury in the line of duty. However, final decision to remove the service dog from duty will be the determination by a veterinarian. The canine handler will be responsible for the health, security and safety of the police service dog at all times.
5. All canines will be vaccinated and treated as required upon recommendations of the veterinarian.

38:16. SERVICE DOG BITING INCIDENTS

1. Anytime a Center Township canine is involved in a dog bite, the canine officer is to photograph the victim and the wound (the calling out of Center Township Police photographer is authorized).
2. It shall be the responsibility of the canine officer to file all required reports concerning dog bites. These shall include:

3. Incident Report
4. K-9 Use Report
5. Use of Force Report
6. A copy of the reports mentioned in 11.2 shall be maintained in the canine files for future reference. It is imperative that the report be filled out as accurately as possible should the canine officer need any of its information for future reference or court proceedings, as well as for keeping accurate files on hand.

38:17. 1K-9 HANDLER RECORDS

1. Each canine handler will maintain various records of his/her own regarding various activities that he/she performs on and off duty.
2. The canine records shall consist of the following, and will be logged on a daily basis while attending any training session:

(a) Training session records

1. Each activity completed
2. Amount of time for each activity
3. Description of certain activities

On duty usage including open doors, burglary or robbery in progress, etc. Records should reflect each incident the canine team performed on a daily basis

Any off duty hours put in for training, public relations demonstrations, seminars, etc.

Arrests made through the use of the police service dog

Any other information that would be pertinent to the canine handler and canine for future use.

3. Copies of all reports will be turned into the Chief of Police when completed.

38:18. CANINE FILES

The following files shall be maintained in a separate folder for each canine and handler. These files shall be maintained by the Chief of Police:

1. Unsafe reports

2. Dog bite reports
3. Copies of training and certification certificates.
4. Health Records of each police service dog.
5. Individual expenses for each police service dog.

38:19. REPORTS AND TRAINING RECORDS

It will be the responsibility of the canine handler to file any and all reports within a timely manner. The reports will be in addition to any initial incident report or supplemental reports needed for case files. Copies of the following reports will be filed with the Chief of Police by using an incident form or narrative memorandum:

1. K-9 Usage Report
2. K-9 Bite Report
3. K-9 Training Report
4. K-9 Veterinary Report/Use of Force
5. K-9 Expenses

38:20. TRAINING FOR K-9 UNITS

Initial Training:

1. The canines will be professionally trained in the following areas:
 - a. Obedience
 - b. Agility
 - c. Area Search
 - d. Article Search
 - e. Building Search
 - f. Tracking
 - g. Handler Protection
 - h. Criminal Apprehension
 - i. K-9 Street Tactics
 - j. A dual specialty area, such as narcotics or explosive detection
2. The K-9 team will be certified where trained and shall receive any future Commonwealth of Pennsylvania mandated canine certifications on an on-going basis.

3. The canine officer and his canine are required to participate in maintenance training sessions in order to keep the K-9 Team proficient in the fields they are trained in and to reduce the possibility of liability suits.
4. The K-9 Team is required to maintain a minimum of sixteen (16) hours of maintenance training a month in each of the areas in which the Team is certified. The minimum monthly training for a dual-certified Team will include eight (8) hours of specialty training, such as narcotics detection.
5. The canine officer is responsible for the maintenance and custody of the canine's training records. All record entries shall be completed within seventy-two (72) hours of the actual training. Training records shall be made available to the Chief of Police upon completion of each training.
6. It is the responsibility of the canine officer to advise the shift supervisor or the Chief of Police in writing of any training problems. Shift supervisor or the Chief of Police may authorize additional training time to rectify the problem(s).
7. Additional training time may also be provided during the week for the K-9 Team. The canine officer may use a Department helper with the approval of the Chief of Police. These training sessions may occur during a normal shift as the activity level permits.
8. In order to derive maximum benefit and productivity from the K-9 Team, it is essential that the canine officer make the commitment to all areas of training, including specialized schools.

38:21. DEMONSTRATIONS

1. Demonstrations are meant to inform the public about the Center Township Police Department Canine Program in a positive way.
2. All demonstrations are to be cleared through shift supervisor or the Chief of Police. It will be the responsibility of the shift supervisor or the Chief of Police to screen the demonstrations and find out if there is enough room, and how many people will be there. The information will then be passed on to the canine officer who will work out the details of their demonstration.

3. No demonstration will be given where aggression only is displayed. All demonstrations will show the dual personality of the K-9. Aggression is not to be the last thing the public sees.
4. No statements will be given by any officer about the fact of probable injury to a suspect being apprehended under field conditions.
5. Officers will make all precautions to protect the public by informing them as to the proper conduct during the demonstration.
6. No officer will be assigned a demonstration whose dog cannot be friended.
7. No officer, during a demonstration, will give out information on how the canine is trained for apprehension.
8. No officer will severely discipline his canine during a demonstration unless the canine shows aggression towards the handler.
9. A K-9 Incident Report is to be filed with the Chief of Police in a timely manner (obtain photographs when possible).

38:22. PATROL OFFICER REPORTS

1. It is very important to add the canine in your report, not only to prove the canine's existence, but mostly for court purposes. The arrest is yours, but if the apprehension or find was done by the canine, then the officer will include the canine activity in his/her report.
2. In the event that the canine is used in an apprehension, and there is a bite on the suspect, it is important that not only the charges for which the apprehension was necessary, but additionally, resisting arrest or escape should be filed.

38:23. TEASING / ABUSE OF POLICE SERVICE DOG

1. Any civilian caught teasing or injuring a Center Township Police Service Dog, either by the handler or by any other officer of the Department, will be taken into custody and charged with the appropriate criminal charges. (Refer to 18 Pa. C.S. 5511.2 regarding "Police Animals").

2. Any police officer caught teasing a police service dog while on or off duty, or found in neglect of any of these operating procedures as outlined, may be subject to disciplinary action.

38:24. BOARDING OF K-9

Boarding for the canine will be provided by the Township under the following conditions:

1. The boarding facility must be approved by the Chief of Police.
2. The request for boarding of the canine will be made in advance by the handler and must be approved by the Chief of Police.
3. The boarding may be approved for the canine officer's vacations and other approved time off at the discretion of the Chief of Police.
4. Under normal conditions, the canine may be boarded for a maximum of ten (10) consecutive days at a time, or as special conditions may be determined by the Chief of Police

38:25. K-9 VEHICLES

1. A specially equipped patrol vehicle will be provided for each K-9 Team. The following modifications will be made:
 - a. K-9 identification will be placed on all four sides of the vehicle.
 - b. A kennel insert will be installed for the canine.
 - c. The rear window and rear door windows will be tinted to limit heat buildup in the canine area
 - d. A remote rear door opener will be installed, preferably on the right side of the vehicle so the canine exists away from passing vehicles in a traffic stop situation.
2. The police vehicles designated as canine patrol vehicles will be utilized as follows:
 - a. The canine vehicle will be used solely for canine patrol purposes, and will not be used for any other patrol duty, or by a non-canine officer, unless situation dictates the need to use such vehicle for other than the canine use.
 - b. The canine vehicle shall be maintained per Department regulations

- c. The canine vehicles shall be kept clean at all times. When the officer assigned the vehicle ends his/her shift, the officer shall make certain that the vehicle is left in a clean and sanitary condition for his/her next shift. A reasonable rule of sanitary measure will be the responsibility of each canine officer for the health and safety of the canine.
- d. The canine vehicle will not be used to transport animals other than the Department canines.
- e. Any canine patrol vehicle being used by K-9 Teams will be kept smoke free and tobacco free by canine handlers and patrol officers likewise.
- f. One passenger may be transported in the canine vehicle. If the passenger is a citizen, the front opening of the canine kennel insert will be shut and latched.
- g. When the canine officer leaves the vehicle without the canine and will be out of the eyesight of the vehicle, the vehicle will be secured so that the canine cannot exit and so that no one can enter the vehicle.
- h. The assigned canine vehicle will be stored at the residence of the canine officer when not in use to permit quick response to call-in with the canine. A locked garage is the preferred location; however a driveway may be utilized. The storage area for the canine vehicle should limit the possibility of vandalism to the vehicle by the public.
- i. The canine vehicle may only be used for official police business.
- j. All other department regulations pertaining to police vehicles shall apply to the canine.

38:26. K-9 EQUIPMENT

1. The canine officer is responsible for the care and condition of all equipment issued to the m for the training and control of their police service dog.
2. All equipment shall be inspected regularly and kept in good working condition.
3. Any lost or damaged equipment will be reported to the Chief of Police.

39: EXCITED DELIRIUM

Mental Health

39:1. PURPOSE:

The purpose of this policy is to provide police officers with general guidelines on Excited Delirium. This policy is for departmental use only and does not apply in any criminal or civil proceeding. The Center Township Police Department policy should not be construed as a creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. It should serve as a general guideline, which under unusual circumstances may warrant departure from in order to respond appropriately.

39:2. POLICY:

The Center Township Police Department recognizes the importance of identifying subjects displaying symptoms of Excited Delirium (ED). The de-escalation of ED situations should be handled with care consistent with provided training, recognizing that persons suspected of being in an acute ED state should be considered in medical crisis. Appropriate handling and treatment of affected subjects must be utilized while also maintaining the need for officer self-protection and that of innocent bystanders.

39:3. DEFINITION AND INDICATORS:

ED is not recognized as a diagnosis of its own but a symptom of an underlying disorder. It has been described as a state of extreme mental and psychological excitement, characterized by extreme agitation, hyperactivity, hyperthermia, hostility, exceptional strength, and endurance without apparent fatigue. It may be associated with illicit drug and/or alcohol intoxication, or previous psychiatric illness (especially schizophrenia or mania). Indicators include some or all of the following:

- Bizarre, irrational behavior/violent resistance/struggling, paranoia
- Constant yelling/screaming/talking incoherently
- Self-inflicted injuries/aggression toward inanimate objects
- Excessive body temperature/profuse sweating or profoundly dry
- Inappropriate attire: often naked or semi clothed
- Insensitivity to pain/unexplained strength/endurance

39:4. RESPONSE PROCEDURE:

- Assess situation for any possible indicators, conferring with on-site witnesses as available.
- If ED is suspected, request back-up officers and stage EMS personnel nearby but a safe distance away.
- Establish containment of area and await substantial assistance unless there is a significant public safety risk that requires immediate intervention.
- Formulate custody plan prior to making physical contact with the subject. Attempts to de-escalate the situation by talking calmly to the subject should be

undertaken as practicable, although subjects are typically unresponsive to verbal direction.

- Once a sufficient number of officer are present, the custody plan must be executed as quickly as possible to prevent the escalation of the excited state of the person, prolonged exertion by the subject, and an increase in distress.
- Pain compliance techniques including pepper spray, baton strikes, and empty hand control, will likely be diminished with individuals unresponsive to pain. ECD application in probe mode may be a better option to consider, however continuous cycling may increase risk to the subject. One Taser firing in the probe mode, followed by a restraint technique that does not impair respiration, may provide the optimum outcome.
- Once controlled, secure in hand cuffs and continue to try verbally calming the subject. Based on subject size, consider using “Double Cuffing” option. This allows the chest to have better expansion for breathing.
- Do not use “Hog-tying Hobble” technique.

39:5. SUBJECT HANDLING AND CUSTODIAL PROCEDURES:

- Place subjects in sitting position or on side to facilitate breathing.
- Do not place knees into subject’s back or do anything to constrict breathing.
- Ensure chest is not compressed.
- Coordinate with on scene EMS personnel to transfer custody to them for immediate transport to a medical facility. Ideally, they should not be transported in a police car; however, immediacy of transport is the overriding objective.
- Be observant for sudden lack of resistance or sudden quiet by subject- facilitate life saving measures and/or immediate transport to a medical facility as necessary.
- Respond to the medical facility to assist and brief medical personnel as necessary.
- After treatment, if transferred back to police custody, continue meticulous monitoring.

Mental Health First Aid for all persons:

Consideration of Common Signs / Symptoms in dealing with persons in a mental health crisis situation:

***Note that officer safety is a priority AT ALL TIMES**

Common Signs / Symptoms

- Threats to harm self or others
- Not able to care for oneself
- Responding to unseen people or stimuli
- Communication not making sense
- Delusional thinking
- Extreme fear (lacking eye contact)

Possible actions to engage or De-Escalate

- speak in a calm manner
- provide personal space if possible
- Avoid threatening body language
- let them know you are there to help
- Try not to play along with delusions
- Attempt to refocus on shared past experiences

Mental Health phone numbers for assistance:

Beaver County Behavioral Health: 724 847-6225

National Suicide Hotline: 1-800-273-8255

Crisis Hotline: 1-800-400-6180

THIS INFORMATION IS NOT ALL-INCLUSIVE AND ITS PURPOSE IS MEANT TO CALL ATTENTION TO SPECIAL HANDLING REQUIRED FOR SUBJECTS SUSPECTED OF SUFFERING FROM EXCITED DELIRIUM OR SIMILAR PSYCHOSIS.

40: WATER RESCUE SOG

Center Township Police Department

Beaver Valley River Response Unit Standard Boat operating guidelines

40:1. PURPOSE

The purpose of the S.O.G.'s are to provide the vessel operating personnel/ Police Officers with a foundation for making informed decisions regarding water rescue / recovery situations where the safety of the crew is paramount. These S.O.G.'s are dynamic - they will be updated as circumstances, requirements, or equipment change. Beaver Valley River Response and Police Officers are responsible for reviewing and maintaining a working knowledge of these Standard Operating Guidelines.

40:2. BACKGROUND:

Realizing that water rescue operations can change without warning, it is the intent to give Police Officer/ Pilots the ability to make and change decisions with the GUIDELINES as a foundation to ensure a safe and efficient operation. However, some basic tenets must always be adhered to as noted on the following pages.

WEARING OF PERSONAL FLOTATION DEVICES (PFD's): All Beaver Valley River Response personnel will wear a properly donned and secured PFD anytime they are on or near the water: The **ONLY EXCEPTION** is a fully dressed diver with BC partially inflated - dry suit alone is **NOT** acceptable. Vessel personnel and regularly assigned Police Officers are to have a name tag, personal marker light and whistle on their PFD.

STEARNS WORKSUITS must be worn on details (in lieu of a Type III PFD) during the winter months QR when the combined air and water temperature is less than 100 degrees, F. Some discretion is permitted here, depending on the ambient temperature and water conditions.

DISPATCHING OF RIVER RESPONSE: During the months when River Response is not regularly staffed OR in foul weather / water conditions, the Unit is only to be dispatched to **CONFIRMED LIFE THREATENING EMERGENCIES**: the Unit will stand by ready to

respond until there is confirmation from the scene that the Unit is needed, or if otherwise directed to respond by a Supervisor. (Police nature calls).

COMMUNICATIONS: All details, regardless of the nature, are initiated by the Beaver County 911 Communication Center. As such, the Unit will routinely monitor this channel and, unless instructed otherwise, will operate all rescue calls on that channel. However, the Unit will switch to whatever frequency it is instructed to for details specific to the Police, EMS or Fire Bureaus.

- **USE OF MARINE RADIO:** Marine Channel 16 is the international emergency frequency and can be used to make initial contact with a vessel, eg: Gateway Clipper Fleet, commercial tow boats, recreational craft. Marine Channel 13 should be used when contacting any of the Locks. The USCG - Group Ohio Valley can be contacted on Channel 16 for advisories regarding diving operations, hazardous conditions, etc. *However, after initial contact, you will more than likely be instructed to switch to another frequency.*
- **RESPONDING TO A RESCUE DETAIL:** Upon receiving a detail, River Response will acknowledge the location of the detail and from where the unit is responding. River Response will also report: enroute; on-scene; back in service; and, out of service. ***Regardless of how a detail is dispatched ("body in the water," etc), each and every detail involving a suspected person in the water is to be treated as a potential RESCUE,*** Furthermore, the person in the water is to be considered a viable patient until proven otherwise (refer to EMS DOA Policy).

When responding to a detail, it will be the responsibility of the pilot of the craft / police officer to guide the craft and communicate as necessary on the radio(s) with on-scene personnel or the Beaver County 911 Communication Center to determine victim location, best approach route, etc.

41: SURFACE RESCUE & RECOVERY OPERATIONS

(If circumstances exceed training or ability of officer; defer to those persons with the ability or training)

CONSCIOUS PERSON IN THE WATER: The police officer/Pilot will approach the victim from downstream and position the boat approximately 10-20 feet from the victim causing as little wake as possible. If, upon arrival at the scene, there is a conscious person in the water, the divers are to follow the rescue sequence: try and talk the person into self-rescue; reach the person using the reach pole system; throw a life ring (w/line attached) or throw bag to the victim and then bring the victim in through the divers door.

If the person is unable to move or is struggling to stay afloat, the primary diver is to enter the water to effect a rescue. **The primary diver will wear the following minimal gear:** Dry suit or Gumbo; PFD, helmet, fins, and harness with line to secondary diver "deadended" to craft. The primary diver will also have a rescue or flotation device for the victim. (Rescue can or life ring) Upon making contact with the victim, the rescuer will attempt to bring the victim to the boat while they hold onto the flotation device. If the victim is unable to do so the rescuer will place the victim's back against their chest and secure the victim in that position. Once the victim is secured, the rescuer will give the diver's OK signal for the onboard crew to retrieve them to the boat.

When so indicated, (jumper or unknown means of entry) the victim is to be secured in the stokes basket, if available with backboard, CID, etc.

Upon reaching the boat, the primary diver will advise the crew as to the best method of removing the victim from the water: vertical or horizontal placement of the stokes basket or simply assisting the victim into the boat. If the basket is used, at least one strap should be secured over the victim.

Once the victim and primary diver are aboard the boat, the victim will be further evaluated while the police officer moves the boat to the land based units. ***The diver's door must be in place prior to moving the boat.*** Of particular concern will be cervical spine injuries and/or hypothermia. When practical, the Thermal Recovery Capsule (TRC) will be used for suspected hypothermia (submersion in water < 70 degrees F). In lieu of the TRC the victim is to be covered with a blanket(s).

- **UNCONSCIOUS PERSON IN THE WATER:** The primary diver, wearing the same minimal equipment as noted above, enters the water, evaluates the victim and begins appropriate treatment. The victim will be secured in the stokes basket (if available) and transferred into the boat for transport to shore based units. Spinal injuries should be suspected in all unconscious patients and appropriate immobilizing equipment utilized.
- **DAM RESCUE:** When responding to an incident at the Montgomery Lock and Dam, the on-duty River Rescue crew is to respond from the base: the primary rescue boat and an inflatable (if available). A dam rescue will only be attempted if:
 - A. a victim is visible
 - B. the operation is still taking place in the RESCUE MODE; and,
 - C. Environmental conditions (water speed, overall visibility, and daylight) permit safely advancing the rescue boats.
- **DRAGGING OPERATION:** Dragging may take place when: the rate of flow is too great to safely permit diver entry OR when unreliable or no information is available on point of entry, etc. Dragging may be accomplished using the grapnel hook on the reach pole system or the drag bar assembly. The Incident Commander in consultation with the River Response crew will determine time committed to this operation.

41:1. DIVING RESCUE & RECOVERY OPERATIONS

- **DIVER ENTRY:** Prior to a diver entering the water, the vessel pilot and any other crew members will check the area for river traffic. The Beaver County 911 Communication Center and or the vessel pilot and crew is to be instructed to notify the USCG that a dive operation is underway so they can put out a NOTICE TO MARINERS on the marine radio. River Response will also monitor Marine Channel 16 during the operation.

***NO dive operations will take place when the flow rate is greater than 1 mph. ** However, dives can be done in areas away from the main channel (shoreline, etc.), where the flow is obviously less.**

THE OPTION OF WHETHER TO DIVE OR NOT RESTS STRICTLY WITH THE VESSEL PILOT and CREW/ DIVER AS TO HOW SAFE THEY FEEL IN THE DIVE CONDITIONS.

The following pertains to divers if present on the vessel.

Prior to a diver submerging, the following must take place:

- 1) the boat must be anchored or docked and the engine(s) must be in neutral
- 2) emergency warning lights must be operating
- 3) diver down flag must be displayed
- 4) secondary diver must be in full dive suit with all gear at ready status (immediately available)

- 5) divers do B-WARE and review line pull signals
- 6) Primary diver in either an independent harness or Zeagle B.C. with safety line attached to boat.

* As determined by location, river traffic, etc., River Response may request the back-up craft to respond for scene safety, boating traffic control, etc. The back-up craft is to be staffed by officers as directed by their supervisor.

** Once the vessel pilot and divers determine that a "rescue" dive operation will take place & notify dispatch of such.

- **SUBMERGED VEHICLE:** The vessel pilot and crew will notify the Beaver County 911 Communication Center to update the location and condition of the vehicle and evaluate the vehicle for: stability, victims, access and damage. The pilot/ crew will coordinate the effort with 911 Communication Center to contract tow trucks on the scene and or a salvage company.
- **BODY RECOVERY:** When a body is located sub-surface while operating in the recovery mode, a signal from the diver to the tender will be sent. The line tender will advise the I.C. The diver will tie off the body with a Pelican marker and/or 2nd line and ascend. When the area is secured (clear of family members, media, etc.) and equipment is ready (stokes, body bag, etc.) the diver(s) will bring the body to the surface and package it appropriately.

At times, a body recovery may be part of a police investigation and under their direction. As such, requests of police investigators to preserve evidence will be accommodated unless doing so would pose a safety risk. Notification and requests for additional investigators will be made by the Police Officer on the River Rescue crew, following the established S.D.D. protocol.

- If a recovery is made of a badly decomposed person, the body is to be placed in a body bag while still in the water (if possible). The suggested method for removal is: lay the body bag at the edge of the boat; place the body in the bag and then place the bag in the stokes basket (without LBB) and into the craft. If the recovery is being made near an accessible shore or point of exit, bagging of the body can be at that point, thus preventing or minimizing contamination of the boat.

- **RESPONDING TO HAZARDOUS MATERIALS INCIDENTS:**

When responding to a *confirmed* Hazardous Materials incident on or near the water, the Crew Chief is to contact the I.C. at the scene PRIOR TO LEAVING THE DOCK to determine the following:

- 1) What level of protection is needed for the crew
- 2) From what direction should the boat approach
- 3) What equipment is needed, eg: pads, absorbent boom, collection boom, etc.

Personal protection for the crew may include: SCBA, Bunker gear, or medical encapsulating suits.

- **ROUTINE PATROL:** River Response will routinely patrol under the following circumstances: Special Events and when there is an increase in recreational boating (this includes enforcement of the no-wake zone **River Response must notify Police Dispatch anytime the unit is on the water for Routine Patrol.** The routine patrol **zone will be: the Ohio River from the mouth of the Beaver River to the Pennsylvania/ Ohio line (downstream) and from the mouth of the Beaver River to the Allegheny / Beaver County Line on the Ohio River (Upstream).** **Operations will also be conducted on the Beaver River in areas navigable to vessel traffic.** While on routine patrol, the entire crew – Minimum of 2 police officers (*whenever possible* at least one licensed Captain) will be on board the boat. This patrolling will take place only during the months when weather is permitting. **Routine patrol will be suspended during adverse weather or unsafe boating / river conditions.**

The following information is to be documented on the vessel's activity log sheet:

1. All River Response crew/ used
2. Times of actual patrolling (start/finish)
3. Engine hours at the beginning and end of shift
4. Particular area(s) patrolled, and any special involvement or interaction taken.
5. Any mechanical problems or damage to the craft.

- **TOWING OF DISABLED BOATS:** River Response will tow a boat when:

- 1) The boat is disabled and it presents a navigational hazard; or,
- 2) There is a concern for the safety and wellbeing of those persons aboard a boat, disabled or otherwise.

Prior to towing a boat, the following must take place:

- 1) The owner/operator must read and sign a *Towing Waiver Form*
- 2) Inform the owner/operator that the most qualified operator must stay at the wheel of the disabled boat to assist in steering
- 3) Inform the owner/operator that the boat will only be towed to the closest marina or docking area where a phone is available to summon a private tow
- 4) Inform each person aboard the disabled boat that they must wear a PFD and remain seated aft of the helm during the towing procedure
- 5) When practical, and in the interest of safety, those persons aboard the disabled boat MAY need to be transferred to the River Response boat.

River Response WILL NOT TOW A BOAT WHEN: it is disabled but does not present a navigational hazard, ie: tied up at a marina or shoreline where a phone is available to summon a private tow; or, the safety of the River Response crew could be in jeopardy for the sole purpose of preventing financial loss, eg: attempting to save a boat from damage or sinking in high or fast water.

Response other than those listed above will be handled on an as requested basis. If the call is received at the Beaver Police Station or the Center Township Police Station, be sure to document the following pertinent information: *Nature and location of the emergency, name of complainant, their PHONE NUMBER*. Instruct the caller to call at the Beaver County 911 Communication Center to formally request assistance. River Response personnel are NOT to take it upon themselves to determine the need for response. The decision for *rescue services* aid will be made by a RIVER RESPONSE SUPERVISOR in a timely manner. **HOWEVER**, the River Response crew should anticipate authorization based upon information that was provided & prepare accordingly.

- **RESPONDING TO CALLS ON COMMERCIAL VESSELS:** When responding to a call aboard a commercial tow or one of the Gateway Clipper vessels, it is imperative that your unit contact the Captain on Marine Channel 16 PRIOR to approaching the vessel and tying up. Ask for specific instructions as to which side

to approach, where to tie up, etc. Likewise, the Captain must also be notified PRIOR to pulling away so he/she can make the necessary navigational adjustments.

The River Response Pilot/ Crew will make the determination as to the necessity of transferring the victim to the River Response boat for transport / rendezvous with a land based EMS unit. This should only be done if time is of the essence or the commercial vessel is unable to dock near the rendezvous point.

- **RESPONDING TO POLICE DETAILS:** (1) Upon receiving a detail which is law enforcement in nature, River Response will acknowledge the detail and will then be instructed by the Dispatcher to switch over to the appropriate Police Channel for the remainder of the detail. The Communications Supervisor will make sure that the call is also diverted to Police Dispatch; ALL personnel **must** wear the appropriate flotation device. Upon completion of the detail the pilot / crew will inform the dispatcher that the detail is complete.
- **FIRE EMERGENCIES:** Upon receiving a detail which requires a response to a fire, River Response shall switch to the appropriate communication channel / Fire Channel designated by the EOC or Beaver County 911 Communication Center.

The primary objective for River Response to fire details will be for rescue purposes. If fire suppression is needed the pilot/ crew will be in constant communication with the local fire supervisor. Other roles at a river fire scene would include transportation of firefighters and firefighting equipment. The pilot/ crew may find it necessary to utilize the on-board fire pump for certain fire suppression circumstances. As well, the on-board fire pump may be utilized by the River Response crew in select situations involving rescue from a burning craft, etc.

- **SEVERE WEATHER CONDITIONS:** During severe weather conditions (severe thunderstorm warnings, lightening, flash floods, etc.), River Response will respond to **CONFIRMED LIFE THREATENING EMERGENCIES ONLY**. When practical, calls of this nature should be confirmed by land based units prior to River Response entering the water or leaving dock. However, the crew should prepare for and anticipate responding to the detail.

42: ACTIVE SHOOTER POLICIES

Date: 04/15/2014

42:1. PURPOSE:

To provide Center Township Officers with guidance in the response and handling of active shooter situations.

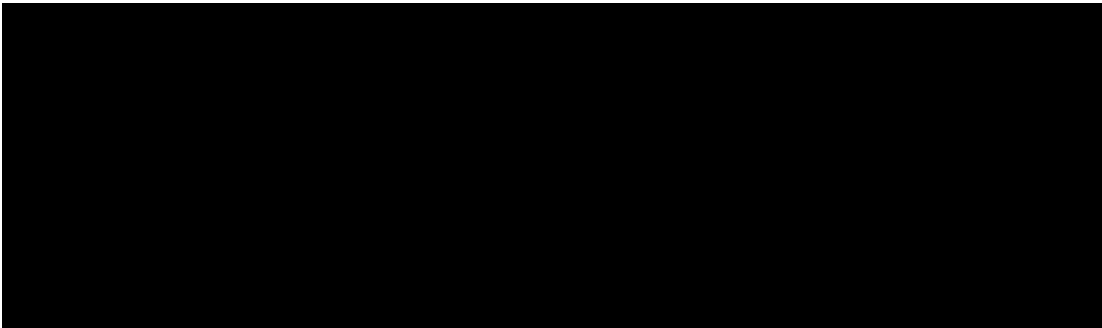
42:2. DEFINITIONS:

Active Shooter: One or more subjects participating in a random or systematic shooting incident. The subjects are demonstrating specific intent to inflict extreme bodily injury or death with firearms, or with any other deadly weapon. The actions of the shooter(s) would lead a reasonable person to believe the shooter intends to commit murder as opposed to the taking of hostages or other felonies.

Active Shooter Situation: Where shooter(s) are actively engaged in causing extreme bodily injury or death. The activity is not contained and there is the immediate risk of death or extreme bodily injury to victims.

42:3. POLICY:

Center Township Department officers are permitted to use lethal force in self-defense or the defense of others. Lethal force is authorized when it is evident the officers or those they are protecting will suffer death or extreme bodily injury as a result of a suspect's hostile actions. Officers responding to an active shooter incident shall deploy any legal means necessary to accomplish the goal of **immediately** finding the active shooter(s) and terminating their hostile actions. Legal means may include arrest, containment, and / or the use of lethal force. This policy recognizes the active shooter(s) must be stopped **immediately** to prevent loss of life. There is the possibility in an active shooter incident for the suspect(s) to cease being an active shooter, take hostages, and or barricade themselves. If this situation were to occur, standard hostage/barricaded gunman procedures would apply.



43: **CELL PHONE POLICY GUIDELINES**

Date: 02/28/2014

Department and Personal Phones

The following are operating procedures for cell phone usage when operating and not operating Center Township's vehicles –

- Officers are expected to refrain from the use of cell phones while operating Center Township vehicles.
- There may be situations while on the job and operating Center Township vehicles that you have to talk while driving. In these cases use extreme caution and finish the conversation as soon as possible.
- Always allow incoming calls to go to voice mail, checking the voice mail and returning the call only when the vehicle is off the road.
- If there is a need to place a call, pull off the road to a safe place such as a parking lot, and place your call/ text.
- Inform regular callers of your work schedule, asking them to refrain from calling/texting during work hours.
- Officers who are charged with traffic violations or accidents resulting from the use of their phones while driving will be solely responsible for all penalties that result from such actions, whether on a personal or departmental cellular phone.
- Keep your hands on the wheel at all times, eyes on the road, and your mind on driving.
- Officers are not permitted to use their personal phones for department business. Phones calls, taking photos, and texting department information is strictly prohibited. Inter department communication is allowed amongst Officers, however do not text or send photos –
- Personal use of Department Cell phones, unless of an emergency, are forbidden.

Chief Barry D. Kramer
February 28, 2014

44: JNET/NCIC/CLEAN USE

44:1. PURPOSE

The purpose of this policy is to establish procedures and guidelines for the Center Township Police Department which will enable officers, disseminate and receive intelligence, investigative and other treatment data from the JNET/CLEAN/NCIC (hereafter, JNET) system. This data has been classified as “protected information” by 18 Pa. C.S.A., Chapter 91.

44:2. POLICY

It is the policy of the Center Twp. Police Department to conform with the mandates of the Criminal History Record Information Act, 18 Pa. C.S.A. § 9101 et seq. (CHRIA), and specific protocol, policies and guidelines established by Pennsylvania State Police CLEAN/NCIC program.

44:3. SCOPE

This directive shall apply to all police officers as well as all non-sworn UPD employees who work with the JNET system.

44:4. CLEAR INTELLIGENCE SYSTEM POLICY

1. Each user will not use and Data or distribute and Data to a third party for use, in a manner contrary to or in violation of any applicable federal, state, or local law, rule or regulation, or policy manual violation or any manner inconsistent with an investigation or the systems intended use.
2. Each user will only access CLEAR for the police department's investigative purposes which will comply with the following:
 - a. In no event shall anyone other than the approved user access or control any terminal with access to CLEAR or CLEAR data.
3. No access shall be outsourced or otherwise provided to third parties.
4. Each user is responsible for ensuring that sensitive information is not made available beyond its stated permissible use.
5. Should a user have a question concerning dissemination, he/she shall discuss his/her concern with a supervisor.

44:5. DEFINITIONS/DISCUSSION

CLEAN: The Commonwealth Law Enforcement Assistance Network (CLEAN) is a statewide computerized information system established as a service to all criminal justice agencies –

local, county, state and federal within the Commonwealth – to maintain a computerized communications and filing system of accurate and timely documented criminal justice information readily available to as many criminal justice agencies as possible.

CRIMINAL JUSTICE INFORMATION: For CLEAN purposes, is defined as “information collected by criminal justice agencies that is needed for the performance of their legally authorized function.” This includes: wanted person information, stolen property information, criminal history information, information compiled in the course of an investigation of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable individuals, and compiled in an effort to anticipate, prevent, or monitor possible criminal activity.

JNET: is a secure “virtual single system” for sharing of justice information by authorized users. The primary function of JNET is to enhance public safety through the integration of criminal justice information throughout the Commonwealth by adopting business practices which promote:

Cost effective information sharing.

Timely and appropriate access to information.

The use of existing agency systems to recognize and ensure their control over the data.

Using the Internet technology standards (it is not part of the Internet).

Brings information to law enforcement and criminal justice agencies desktops.

A. JNET is designed for use by the criminal justice and law enforcement community. It is not intended for use or access by non-criminal justice agencies.

B. JNET provides the following services to law enforcement:

- Inquiry – Justice Data Flexible Search, Penn Dot, DOC Photos
- Notifications
- Secure Electronic Mail
- Data Exchange
- Statistical Reporting

C. The CLEAN communications configuration links all law enforcement agencies throughout CLEAN/NCIC – JNET the United States via computer interfaces with the FBI’s National Crime Information Center (NCIC) System and the National Law Enforcement Telecommunications System (NLETS).

1. Information relating to in-state vehicle operator’s license and vehicle registration records are made available through computer-to-computer interface with PENN DOT, Bureau of Motor Vehicles.
2. The NLETS interface also provides this information on a state to state basis. Through the use of computer equipment located at the Pennsylvania State Police Computer Center, the CLEAN system stores vast amounts of criminal justice information which can be instantly retrieved and furnished through a CLEAN terminal to any authorized agency.
3. Described as a computerized index of documented criminal justice information concerning crimes and criminals of statewide interest and nationwide interest through a computer interface with NCIC in Washington, D.C.

4. CLEAN maintains accessible files on stolen vehicles, vehicle parts, license plates, and Wanted Persons both extraditable and non-extraditable. These same records,
5. Except non-extraditable Wanted Person records, are also forwarded to and accessible at the NCIC as well as stolen gun, article, security, boat, and Missing Person records.
 - a. The Missing Person File has no connection with the criminal data stored in CLEAN/NCIC, and is used almost exclusively by state and local criminal justice agencies to assist in the location of missing juveniles.
6. The data stored and or forwarded by CLEAN is index-typed information. When an agency receives information from NCIC/CLEAN, it should be evaluated with other information available at the scene.
7. Correct CLEAN procedure demands that the agency which placed the record in file be contacted by the inquiring agency to confirm that the data is accurate and up-to-date.

44:6. PROCEDURES

- A. With the use of JNET Criminal History, users are able to access CLEAN and NCIC records. This information may be used in conjunction with field stops and interrogations, vehicle/traffic stops, detained/arrested subjects, enforcement of State, local, and university parking laws, ordinances, and policies, and other areas of Criminal Justice.
- B. JNET Criminal History access is restricted to UPD personnel working as dispatchers in the Communications Center, detectives assigned to the Criminal Investigations Unit and officers conducting official investigations.
 - a. Only JNET users with Criminal History access will be able to access these files.

- C. The information provided by and obtained from JNET is considered Confidential and is to be used for criminal justice purposes only, as that information directly relates to your job, assignment, or official position description.

D. Logs

The UPD Communications center shall maintain a log of all criminal histories requested and run through J-NET, NCIC or CLEAN. The log shall list the officer making the request, date and the reason and/or case or incident number associated with the request and the name of the dispatcher running the history check. When a log sheet is full it shall be turned into the Lieutenants office for filing. Failure to complete the log when a criminal history inquiry is made or running such a check for inappropriate reasons are cause for termination and/or criminal prosecution.

E. Criminal History Information

1. Criminal History information must be kept in the strictest of confidence, and dissemination of same must be tightly controlled, limited, and protected. As such:
 - a. If in the course of conducting a preliminary or follow-up investigation of a crime, incident, or other complaint or call for police service that requires a report being made per **Dir. #30 Field Reporting & Records**, the investigating UPD officer shall not include any Criminal History information obtained from JNET or CLEAN/NCIC in the Narrative section of these two types of reports.
 - b. All Criminal History information shall be entered and discussed only in a Follow-Up Report, using the appropriate ARMS format.
 - c. The Narrative of the Incident/Supplement Report shall state "see Follow-Up Report for additional information" or similar entry.
2. If the information needs to be printed for the purpose of an investigation, the file containing the Criminal History needs to be kept in a secure location at all times.

- a. It must be kept in a locked filing cabinet, or another location where other unauthorized personnel cannot access it.
 - b. Leaving the information in the Communications Center is prohibited.
 - c. Any time that Criminal History information is printed, copied, or stored, it must be logged as per Part IV, D above.
 - d. Once printed Criminal History information is no longer needed, the original print-out and all copies thereof shall be destroyed by shredding using the shredder in the Squad Room.
3. NCIC/CLEAN query codes that would contain Criminal History Information include:
- a. FSMN – Master Name
 - b. FSRS – Rap Sheet
 - c. FSQH – Query III Summary
 - d. FSQR – Out of State Rap Sheet
4. There are other sections of JNET that access CLEAN/NCIC Criminal History queries, including:
- a. Justice Data (e.g., Master Name Look Up)
 - b. Flexible Search (e.g., PSP CCH Summary Request, PSP PA Rap Sheets)
 - c. Attention Field
 - 1. By default, the current logged-in user's name is pre-filled in the Attention field.
 - 2. When a dispatcher/detective is requesting Criminal History queries for other UPD members, the Attention field must be changed to reflect the actual requesting officer/member.
5. Information from JNET/NCIC/CLEAN
- a. JNET will allow you to retrieve information regarding License Plates, Operator Drivers Number, Name and Date of Birth.
 - b. This information should not be given to anyone who is not Criminal Justice related. All information obtained from this function of JNET must be logged.

6. Requests from an Outside Agency

- a. Although JNET may allow agencies to disseminate Criminal History information with a valid ORI, any sworn police officer not a member of UPD requesting information from JNET NCIC/CLEAN shall be referred to their own NCIC/CLEAN entering agency for this information.
- b. No UPD personnel shall disseminate any Criminal History information to any member of a department, regardless of situation, outside the UPD.

7. Stolen/Wanted/Warrant Subjects

- a. Any query that would require a hit confirmation will have to be made with our Entering Terminal Agency (Pittsburgh Police/Allegheny County Communications Phone 412-255-2937, Radio – Pittsburgh Police Channel #4 -INDEX).
- b. At this time JNET does not support this function.
- c. You will have to contact an Allegheny County Index operator and have the information verified through an actual NCIC/CLEAN Terminal.

8. Driver's License Information

- a. All UPD Mellon employees that have JNET access have access to PA Drivers Info. This includes employees that do not have Criminal History Access.
- b. This information is the most widely abused section of JNET. It is also the most watched information in JNET by State and Local Officials.
- c. Driver's License Information is able to be run by:
 - 1. Name
 - 2. Name and Date of Birth
 - 3. Name and City

4. Driver's License Number

- d. The PennDOT Driver License Information application provides JNET users with access to PennDOT's current and historical Driver License and Photo Records.

- 1. The photos may be used, for example, to verify the identity of a subject before a caseworker, or aid in the identification of a suspect, or provide a possible address for a wanted person.

- 2. The History information may be used to determine charges based upon past offenses.

9. Policies and Manuals

- a. A CD-ROM copy of JNET's Rules and Regulations regarding CLEAN and NCIC transactions will be kept in the Log Book at the Communications Center.
- b. The UPD's lead JTAC shall be responsible for accounting for this material, and replacing it with updated/revised versions as they become available.

10. Training

- a. In October of 1984 the NCIC Advisory Policy Board (APB) approved required training for all operators having access to any part or portion of the NCIC computerized system as follows:
 - 1. Initial training of operators within 6 months of hire to assure compliance with CLEAN/NCIC policy regulations.
 - 2. Biennially, in-service retraining, functional retesting and reaffirmation of the proficiency of terminal equipment operators in order to assure compliance with CLEAN/NCIC policy and regulations.

- b. To ensure a certain level of expertise, the certification examination must be successfully completed with a minimum score of 80% by all UPD terminal equipment operators.

11. References: To help ensure the proper operation of CLEAN, the standards, procedures, formats and criteria of the CLEAN manual will be strictly adhered to.

12. System Security

- a. The data stored and transmitted via CLEAN is documented criminal justice information, and access to that data must be restricted to duly authorized criminal justice agencies.
- b. It is incumbent upon all UPD members operating the CLEAN terminal to implement necessary procedures to make the CLEAN terminal secure from any unauthorized use.
- c. Any departure from this responsibility may warrant the removal of the officer, dispatcher, or other from CLEAN system access and usage.

13. Misuse of CLEAN/NCIC Information

- a. It is particularly important to always remember that:

- 1. CLEAN/NCIC is criminal justice information.
- 2. CLEAN/NCIC may only be used by criminal justice employees.
- 3. CLEAN/NCIC may be used for criminal justice purposes.
- 4. Intentional misuse of CLEAN/NCIC may be punishable by criminal and or other disciplinary sanctions imposed by the department.

- b. No information on JNET shall be queried for personal reasons.

1. UPD employees shall not misuse, facilitate, encourage, or in any way entice other persons to misuse the JNET/CLEAN/NCIC terminal to obtain and or disseminate information for the following reasons or purposes:

- i. To non-criminal justice agencies or persons

- ii. Concerning personal parking complaints, abandoned vehicles, suspicious vehicles, persons, etc.

- iii. For any other purposes which have no direct criminal justice purpose.

- a. Random audits will be conducted by a UPD JTAC, Sheriff's Office and the PA State Police.

1. In addition, the Allegheny County JTAC will be performing random audits both remotely and on site.

2. Any misuse will result in immediate suspension of your access to JNET pending an investigation.

- i. An internal investigation will be conducted by UPD.

- ii. An external investigation may also be conducted by JNET, which may be turned over to the Pennsylvania State Police.

- iii. Any intentional misuse may be cause for civil and or criminal sanctions as directed by NCIC/CLEAN or JNET.

- iv. Misuse of CLEAN/NCIC information can have severe repercussions.

- v. Careless misuse of CLEAN/NCIC, such as operating the specified

- 1) Terminal in the view of the public or for non-criminal justice purposes violates the privacy of citizens and destroys reputations.
- 2) Intentional misuse, such as accepting money or favors in exchange for CLEAN/NCIC information violates criminal statutes.

b. Penalties for misuse of the CLEAN/NCIC system include:

1. Administrative sanctions against the UPD for failing to ensure that employees comply with rules concerning dissemination of information.
2. Serious progressive disciplinary sanctions up to and including termination against members of the department for misuse of the system.
3. Termination of CLEAN/NCIC services.
4. Criminal penalties for those individuals who profit from misuse of CLEAN/NCIC information.

44:7. DISPOSAL OF MEDIA POLICY AND PROCEDURES

1.0 Purpose

The purpose of this policy is to outline the proper disposal of media (physical or electronic) at Center Township Police Department. These rules are in place to protect sensitive and classified information, employees and the Center Township Police Department. Inappropriate disposal of Center Township Police Department and FBI Criminal Justice Information (CJI) and media may put employees, Center Township Police Department and the FBI at risk.

2.0 Scope

This policy applies to all Center Township Police Department employees, contractors, temporary staff, and other workers at Center Township Police Department, with access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits FBI CJI and classified and sensitive data that is owned or leased by Center Township Police Department.

3.0 Policy

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by Center Township Police Department.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) Shredding using Center Township Police Department issued shredders.
- 2) Placed in locked shredding bins for Center Township Police Department to come on-site and shred, witnessed by Center Township Police Department personnel throughout the entire process.
- 3) Incineration using Center Township Police Department incinerators or witnessed by Center Township Police Department personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier

Hard-drives, etc.) shall be disposed of by one of the Center Township Police Department methods:

- 1) **Overwriting (at least 3 times)** - 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.

- 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., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Center Township Police Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

44:8. MEDIA PROTECTION POLICY

Purpose:

The intent of the Media Protection Policy is to ensure the protection of the Criminal Justice Information (CJI) until such time as the information is either released to the public via authorized dissemination (e.g. within a court system or when presented in crime reports data), or is purged or destroyed in accordance with applicable record retention rules.

This Media Protection Policy was developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy 5.1 dated 7/13/2012. The Center Township Police Department may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

Scope:

The scope of this policy applies to any electronic or physical media containing FBI Criminal Justice Information (CJI) while being stored, accessed or physically moved from a secure location from the Center Township Police Department. This policy applies to any authorized person who accesses, stores, and / or transports electronic or physical media. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized Center Township Police Department personnel shall protect and control electronic and physical CJI while at rest and in transit. The Center Township Police Department will take appropriate safeguards for protecting CJI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate CJI disclosure and/or use will be reported to the Center Township Police Department Local Agency Security Officer (LASO). Procedures shall be defined for securely handling, transporting and storing media.

Media Storage and Access:

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

To protect CJI, the Center Township 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. (See Sanitization Destruction Policy)
5. Not use personally owned information system to access, process, store, or transmit CJI unless the Center Township Police Department has established and documented the specific terms and conditions for personally owned information system usage. (See Personally Owned Device Policy)
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 maintained by the Center Township Police Department in a secure area accessible to only those employees whose job function require them to handle such documents.
8. Safeguard all CJI by the Center Township Police Department against possible misuse by complying with the Physical Protection Policy, Personally Owned Device Policy, and Disciplinary Policy.
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. Storage devices include external hard drives from computers, printers and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
 - ii. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.

10. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
11. Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of CJI. (See Physical Protection Policy)

Media Transport:

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. "Electronic media" means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card.

Dissemination to another agency is authorized if:

1. The other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or
2. The other agency is performing personnel and appointment functions for criminal justice employment applicants.

The Center Township Police Department personnel shall:

1. Protect and control electronic and physical media during transport outside of controlled areas.
2. Restrict the pickup, receipt, transfer and delivery of such media to authorized personnel.

The Center Township Police Department personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:

1. Use of privacy statements in electronic and paper documents.
2. Limiting the collection, disclosure, sharing and use of CJI.
3. Following the least privilege and role based rules for allowing access. Limit access to CJI to only those people or roles that require access.
4. Securing hand carried confidential electronic and paper documents by:
 - a. Storing CJI in a locked briefcase or lockbox.
 - b. Only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.
 - c. For hard copy printouts or CJI documents:
 - i. Package hard copy printouts in such a way as to not have any CJI information viewable.
 - ii. That are mailed or shipped, agency must document procedures and only release to authorized individuals. **DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL.** Packages containing CJI material are to

be sent by method(s) that provide for complete shipment tracking and history, and signature confirmation of delivery. (Agency Discretion)

5. Not taking CJI home or when traveling unless authorized by Center Township Police Department LASO. When disposing confidential documents, use a shredder.

Electronic Media Sanitization and Disposal:

The agency shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel. Physical media shall be securely disposed of when no longer required, using formal procedures. For end of life media policy, refer to "Sanitization Destruction Policy".

Breach Notification and Incident Reporting:

The agency shall promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Incident-related information can be obtained from a variety of sources including, but not limited to, audit monitoring, network monitoring, physical access monitoring, and user/administrator reports.

Roles and Responsibilities:

If CJI is improperly disclosed, lost, or reported as not received, the following procedures must be immediately followed:

1. Center Township Police Department personnel shall notify his/her supervisor or LASO, and an incident-report form must be completed and submitted within 24 hours of discovery of the incident. The submitted report is to contain a detailed account of the incident, events leading to the incident, and steps taken/to be taken in response to the incident. (Agency Discretion)
2. The supervisor will communicate the situation to the LASO to notify of the loss or disclosure of CJI records.
3. The LASO will ensure the CSA ISO (CJIS System Agency Information Security Officer) is promptly informed of security incidents.
4. The CSA ISO will:
 - a. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJI.

- b. Collect and disseminate all incident-related information received from the Department of Justice (DOJ), FBI CJIS Division, and other entities to the appropriate local law enforcement POCs within their area.
- c. Act as a single POC for their jurisdictional area for requesting incident response assistance.

Penalties:

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and / or termination.

Acknowledgement:

I have read the policy and rules above and I will:

- Abide by the Center Township Police Department's Media Protection Policy. I understand any violation of this policy may result in discipline up to and including termination.
- Report any Center Township Police Department CJI security incident to Supervisor and / or LASO as identified in this policy.

45: **APPLICABILITY & COMPLIANCE**

1. This directive shall apply to all UPD employees consistent with their job classification and specific assigned duties and responsibilities.
2. UPD police officers or other employees assigned to or assisting other law enforcement agencies will be guided by this directive.
3. Violations of this directive, or portions thereof, may result in disciplinary action.
4. This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of 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.

45:1.1. **Police Vehicle Video and Audio Recording Units**

Effective Date: 1-23-2009

1. Purpose: The purpose of this policy/general order is to establish guidelines to be followed while operating police vehicles equipped with camera systems capable of recording audio and video events and to utilize the mobile recording device on assigned patrol.
2. Procedure: All officers are required to operate the camera system when it is functional and as required by this policy. In the event the camera is not working as designed it shall be reported to the officer in charge who shall relay the malfunction to the designated officer in charge of the operation and maintenance of the camera system(s).
 - a. The camera system shall be activated when the overhead lights are on unless a specific detail authorized by the chief of police directs the system to be deactivated during a specific detail (i.e. extended traffic control, etc.).
 - b. Officers, unless authorized, shall not tamper with any controls or DVD's on the camera system. No DVD's shall be played in the camera system, other than the authorized DVD.
 - c. All officers shall be trained in the use of the system by the authorized officer assigned to maintenance and operation of the system(s).
 - d. Once a DVD is full of recorded data it shall be removed and turned over to the assigned officer for storage of 60 days from the last date of information.
 - e. Any incident requested by an officer to be used as evidence shall be requested as soon as possible to the assigned officer. The incident shall be saved as evidence on a DVD and treated as evidence.
 - f. No information on any DVD shall be viewed outside the police department unless authorized by the Chief of Police or the Beaver County District Attorney's Office.
 - g. Police Officers are authorized to manually activate the recording system (audio/video) at their discretion, for events the officer feels may be relevant for recording (i.e. suspected impaired drivers, prisoner transport, field sobriety tests, etc.).
 - h. **AUDIO INTERCEPTIONS HAVE REQUIRED NOTIFICATIONS UNDER PENNSYLVANIA LAW SUBJECT TO CRIMINAL AS WELL AS DEPARTMENTAL PROSECUTION/DISCIPLINE.**
 - a. **At the time of the audio interception the officer shall be at or near the police vehicle in uniform, or shall clearly identify himself/herself as a police officer with the appropriate identification.**

- b. **AT NO TIME** shall audio recording be captured within any residence.
- c. The officer shall inform, as soon as reasonably possible, individuals identifiably present, that he, she or they are being recorded with both video and audio. "You are being audio recorded from a video camera in a police vehicle."
- d. Due to the nature of police interaction circumstances may dictate that notification is not immediately possible as described in subsection (c.) After the situation is under control and the officer is safe, then the notification as described in subsection (c.) shall be provided.
- e. In the event other citizens enter the scene during active audio and video recording, the officer shall, when he or she can safely do so, notify those individuals that their oral/video communications are being recorded.

46: **UNIFORM REGULATION**

46:1. PURPOSE

The purpose of this policy is to inform all sworn employees of departmental procedures for the proper wearing, condition, style and maintenance of departmental uniforms.

46:2. GENERAL

- A. Uniforms shall be cleaned and pressed. Shoes, boots and leather and metal equipment shall be regularly polished/cleaned and sidearm shall be cleaned and serviceable.
- B. Members shall wear only prescribed uniforms, badges, and insignia while on duty and shall be properly armed and equipped, unless otherwise ordered.
- C. Members shall NOT wear the official police uniform or any part of the official police uniform while off duty, either before or after their assigned duty, except:
 - 1. to commute to and from their assigned post or detail
 - 2. while performing an approved detail before or after their assigned tour of duty
 - 3. for the purpose of testifying in court
 - 4. when ordered by the Chief of Police or his representative
- D. Members shall NOT wear the official police uniform or any part of the official uniform while off duty for the purpose of appearing at meetings, for interviews, or for television appearances without the express permission of or when so approved by the Chief of Police or his representative.
- E. Members of the Department under suspension shall not wear the uniform or any part of the uniform except when answering a summons for a departmental hearing.
- F. Uniforms and replacements to uniforms shall only be obtained from approved dealer(s) who have the necessary styles or lot numbers. Reimbursement for equipment or uniforms will be made only for approved items.

47: **PERSONAL APPEARANCE**

47:1. PURPOSE

To establish personal appearance standards for the employees of the Center Twp. Police Department.

47:2. POLICY

As representatives of the department, personnel are expected to present a clean, neat and professional appearance.

47:3. MALE STANDARDS

A. Sworn Personnel

1. Hair Styles

a. Hair shall be neat, clean, trimmed and present a well-groomed appearance. The style is unacceptable whenever the hair is within one inch of the eyebrows, covers any portion of the ears or extends below the top of the shirt collar. In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear or interfere with the performance of assigned tasks or duties. Refer to attached illustration for accepted standards.

b. Wigs or hairpieces shall not be worn while on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. If under these conditions a wig or hairpiece is worn, it shall conform to department standards for hair grooming.

c. Sideburns shall not extend below the tip of the earlobe and shall be trimmed level. The forward and rear edge of the sideburns may be maintained following the natural hairline. Extreme styles such as "mutton chops," thick or bushy sideburns are not permitted.

2. Facial Hair

- a. Officers shall report for duty cleanly shaven. A neatly trimmed mustache may be worn, provided that it does not extend below the axis of the upper and lower lip. Mustaches of the handlebar variety and those with waxed tips are not permitted. Facial hair under the lower lip is not permitted.
- b. Beards of any style are prohibited.

3. Fingernails

Fingernails shall not extend beyond the fingertips for safety reasons. Fingernails shall be well-manicured and neat.

47:4. FEMALE STANDARDS

A. Sworn Personnel

1. Hair Styles

Hair styles shall present a conservative and well-kept appearance. In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear or interfere with the performance of assigned tasks or duties. Pigtails and ponytails are not acceptable.

- a. Uniformed Officers
- b. The hair shall not be worn in a style beyond shoulder length. Hair which would extend beyond shoulder length shall be worn in a neat fashion and securely fastened. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to the hair.

2. Cosmetics

Face and eye cosmetics shall be neatly and thinly applied and shall harmonize with the wearer's hair color and the color of the police uniform. False eyelashes are prohibited and perfumes shall be used with propriety.

3. Fingernails

- a. Uniformed Officers
- b. Fingernails shall not extend beyond the fingertips for safety reasons.
- c. Fingernails shall be well-manicured and neat.
- d. Fingernail polish and false fingernails are prohibited when in uniform. An exception is the wearing of a clear fingernail polish.

47:5. EXCEPTIONS

Subject to the approval of the Chief of Police, the provisions of this General Order do not restrict deviation from established policies on personal grooming for the performance of special assignments.

Barry D. Kramer
CHIEF OF POLICE

(Amended: April 15, 2014)

WINTER UNIFORM

- A. One long sleeve shirt of the current style and color with the following accessories:
1. one current township police patch, centered on the left and right sleeve and sewn one (1") inch down from the shoulder seam.
 2. current township shirt badge worn through the proper badge holes
 3. current collar insignia centered between the thread seams on each collar
 4. sergeant stripes, if appropriate, centered and sewn one (1") inch below the police patch on the left and right sleeve and six and one-half (6 ½") inches below the shoulder seam.

5. NAME TAGS AND NAME TAG ATTACHMENTS (10/06/06)

Citizens are entitled to know the identity of police officers (with very limited exceptions, i.e., in-progress undercover operations). To assist them in obtaining this public information, nametags shall be worn. Nametags shall be of engraved and the name shall be inked to assist in legibility and ease of reading. Nametags are lacquered upon delivery and need no additional polishing to maintain them. Nametags that are worn or no longer have the officer's name in ink shall be replaced.

All officers in uniform shall wear a nametag. The nametag shall be affixed to the outermost garment and shall be in plain view. The nametag shall have the officer's first name or initials and last name.

The nametag shall be worn directly over the upper pocket seam and centered over the right hand jacket or shirt pocket (three inches above and centered over the right hand pocket of the jacket). In the case of a sweater, the nametag shall be worn on the name tag tab.

An officer may have one nametag attachment on the bottom of the nametag. The attachment represents either current unit assignment (precinct number, etc.) or qualified service specialty (ERU, Canine, EMT, Years of Service etc.).

- B. One three-quarter inch ($\frac{3}{4}$ ") wide black, clip on tie with current accepted tie tack.
- C. Black/Blue Turtleneck undershirt or dickie
- D. Current style police trousers.
- E. One, one and one quarter inch ($1\frac{1}{4}$ ") wide black trousers belt.
- F. Footwear will be low quarter, black leather type shoes, three quarter ($\frac{3}{4}$) high black boots, military style jump/police boots, or other approved footwear.
- G. Black or white socks will be worn with this uniform
- H. Optional insignia or awards with the approval of the Chief of Police

SUMMER UNIFORM

- A. One short sleeve shirt of the current style and color pressed open at the collar, with a crew neck white T-shirt underneath with the following accessories:
 - 1. one current township police patch, centered on the left and right sleeve and sewn one (1") inch down from the shoulder seam.
 - 2. current township shirt badge worn through the proper badge holes
 - 3. current collar insignia or rank insignia, if appropriate, centered between the thread seams on each collar
- B. Current style police trousers.
- C. One, one and one quarter inch ($1\frac{1}{4}$ ") wide black trousers belt.
- D. Footwear will be low quarter, black leather type shoes, three quarter inch ($\frac{3}{4}$) high black boots, military style jump/police boots, or other approved footwear.
- E. Black or white socks will be worn with this uniform
- F. Optional insignia or awards with the approval of the Chief of Police

CUSTODY DETAIL UNIFORM

- A. One pair of current style and color coverall/jumpsuit/BDU with following accessories:
 - 1. one current township police patch, centered on the left and right sleeve and sewn one (1") inch down from the shoulder seam.
 - 2. "Center P.D." embroidered in white and centered on the left breast pocket.
 - 3. sergeant stripes, if appropriate, centered and sewn one (1") inch below police patch on the left sleeve and six and one-half inches (6 ½") below the shoulder seam on the right sleeve.
- B. One (1) blue baseball type cape with "Department Patch" embroidered across or appropriately displayed across the front.
- C. Footwear will be low quarter, black leather type shoes, three quarter inch (¾) high black boots, military style jump/police boots, or other approved footwear.
- D. Officers will keep this uniform located so it is accessible to them to answer any type of emergency call or routine call that may arise in the township.
- E. Officers will wear the "Class C", Utility Uniform under the following circumstances
 - 1. when directed by the Chief of Police or his representative
 - 2. when directed by the Officer-In-Charge of the shift when situations dictate the need
 - 3. when off duty and responding to an emergency or routine situation where being recognized as a police officer is necessary and it is impractical to wear either the "Class A" Uniform or the "Class B" Uniform. (i.e., traffic accidents/controls, searches etc.).
 - 4. On the 11PM-7AM shift when agreed upon by both duty officers.

HEADGEAR

Patrol Hat

- A. Five-star style, current color
- B. Current township police hat badge in appropriate holes

OUTERWEAR

- A. Jacket, lightweight, current color, and style (Figure 5A)
 - 1. one current township police patch, centered on the left and right sleeve and sewn one (1") inch down from the shoulder seam.
 - 2. current township shirt badge worn through the proper badge holes
 - 3. sergeant stripes, if appropriate, centered and sewn one (1") inch below police patch on the left sleeve and centered and sewn six and one-half inches (6 ½") below the shoulder seam on the right sleeve.
- B. Sweater, military style, current color, wool, and pullover or approved type.
 - 1. one current township police patch, centered on the left and right sleeve and sewn one (1") inch down from the shoulder seam.
 - 2. current township shirt badge worn through the proper badge holes
- C. Coat, heavy, winter, current color, with detachable fur collar, vinyl or leather
 - 1. one current township police patch, centered on the left and right sleeve and sewn one (1") inch down from the shoulder seam.
 - 2. current township shirt badge worn through the proper badge holes
 - 3. sergeant stripes, if appropriate, centered and sewn one (1") inch below police patch on left and right sleeve.
- F. Raincoat, black, reversible to traffic orange.

Current township shirt badge worn through the proper badge holes.

LEATHER GEAR

- A. Leather gear will be black and of the same type (i.e. basket weave).
- B. Officers will have as a minimum on their service belt the following:
 - 1. one acceptable police style holster, for the particular duty weapon carried.
 - 2. one double magazine or speed loader carry pouch.

3. one service weapon with full complement of ammunition. (Fully loaded magazine or cylinder.)
4. two spare magazines or speed loaders (fully loaded).
5. one pair of approved handcuffs and approve handcuff case/holder.
6. one current portable radio and case/holder.

C. Service weapon/sidearm will be:

1. The 40 caliber, semi-automatic, or any other or .9mm caliber semi-automatic, or .357 caliber revolver, or any other semi-automatic which has been approved and authorized by the department. Authorization to carry a duty weapon/sidearm other than the .40 caliber, semi-automatic, 9mm caliber semi-automatic or .38/.357 caliber revolver for duty purposes, shall be accomplished by submitting a letter to the Chief of Police requesting permission to carry such other weapon (i.e., make, model, serial number and caliber) for duty purposes. Upon authorization, such request shall become a part of the officer's personnel file. A .9mm or .38 Special is the minimal allowable caliber for duty carry.
2. Off Duty Weapons that have been expressly approved by the Chief of Police.

Qualification: All officers must qualify with their service weapon/sidearm annually at a place and time designated by the Chief of Police.

Cleaning, maintenance and care: All officers will be responsible for the cleaning, maintenance and proper care of their aforementioned equipment.

Any firearm found to have a problem with its normal function or is disabled/damaged to the degree it cannot be relied upon, shall be taken out of service by any officer and brought to the attention of the Chief of Police. The firearm shall only be returned to service after it has been repaired and test fired for proper functioning.

- D. Additions or deletions to prescribed leather gear/equipment will be only with approval of the Chief of Police or his representative. Any issues, items, or procedures not covered or expressed here within relating to leather gear/equipment shall be addressed through the Chief of Police.

ADDITIONAL EQUIPMENT

A. Accessories

1. Collar Insignia: silver, mini, PA. collar stays or gold sergeant's chevrons, silver special unit designation or silver/gold rank insignia.
2. Tie Tack: silver or gold mini PA. emblem
3. Emblem: approved black enamel *D.A.R.E.* pin or instructor's pin if appropriate g soft body armor, the officer must have their personal armor ready at hand and within reach in their vehicle.
4. Inspections of Body Armor

48: **CHIEF OR SERGEANT B. BODY ARMOR**

48:1. PURPOSE

The purpose of this policy is to provide officers with guidelines for the proper use and care of soft body armor.

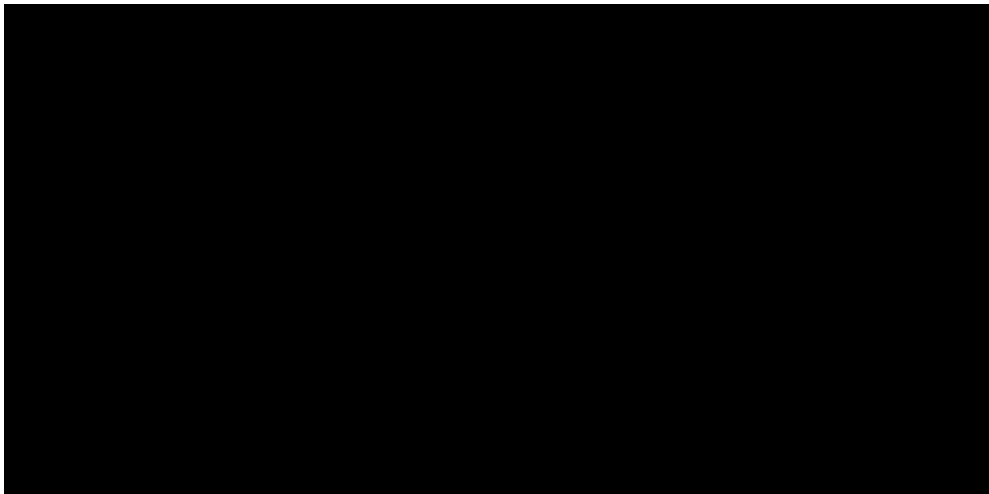
48:2. POLICY

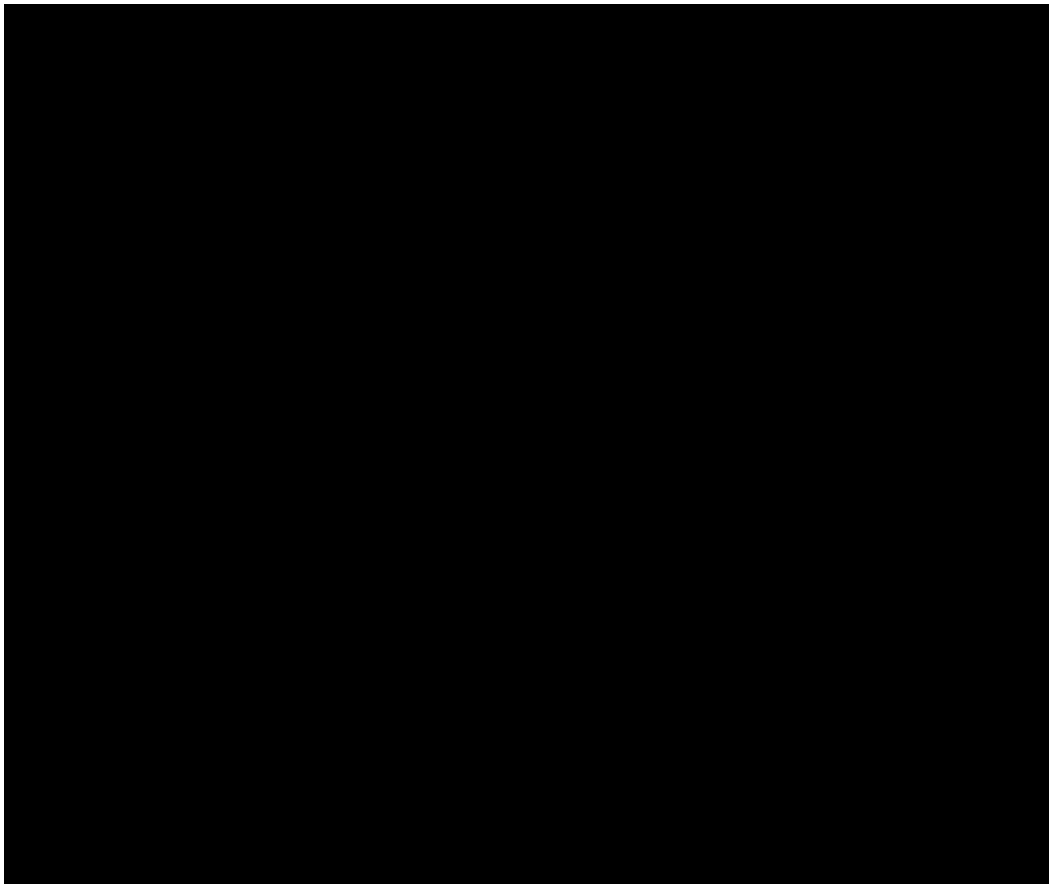
It is the policy of the Center Township Police Department to maximize officer safety through the use of body armor in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

48:3. PROCEDURE

A. Issuance of Body Armor

1. All officers shall be issued body armor unless the officer desires to use his/her own body armor. The Chief of Police shall approve all body armor.
2. The Department shall replace body armor that is worn or damaged through normal use. The officer shall pay for body armor that must be replaced due to misuse or abuse.
3. When an officer terminates his/her employment the Chief of Police may allow the officer to purchase his/her issued vest for an established price.





1. Each officer is responsible for the proper storage and daily inspection of his/her body armor for signs of damage and general cleanliness.
2. When off duty, the officer shall store his/her body armor in accordance with the manufacturer's instructions.
3. Each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
4. Officers are responsible for reporting, in writing, any damage or wear to the ballistic panels or cover to the officer's immediate OIC. The supervisor will then advise the Sergeant.

EFFECTIVE DATE: June 15th 2014

Approved, Barry D. Kramer
Chief of Police

B. Optional Equipment

1. Whistle, chrome with pocket chain
2. Rain hat cover, black, reversible to traffic orange, without brim
3. Snow boots, black protective type
4. Glove, black leather type
5. Scarf, black cloth, not longer than forty (40) inches
6. Flashlight, black multi-cell
7. Briefcase, approved type
8. Sunglasses, approved, military/police style.
9. Black watch cap

49: **ASSESSMENT & EVALUATION PROCESS**

POLICY

It is the policy of the Center Township Police Department to provide job factors and standards to police employees to give them an employee performance review of the work performed and to evaluate that work and other performance on a regular basis. These job factors and standards will give officers positive feedback in areas where they excel as well as give the officer a chance to correct deficiencies in work and performance if needed.

PURPOSE

The purpose of this policy is to set forth job factors and standards for members' work and performance and evaluations.

JOB FACTORS AND STANDARDS

- A. Job Knowledge/Skills - Performance is acceptable when the member possesses a sound knowledge of the Pennsylvania Crimes Code/Criminal Procedure Rules, the Pennsylvania Vehicle Code, and the Center Township Police Department's Operations Guidelines Manual.
- B. Work Results – Performance is acceptable when the member is involved in a self-directed activity (these are activities that each officer is free to pursue such as traffic enforcement, ordinance enforcement, follow-up investigations, building and vacation checks, etc. (for every two (2) hours on duty and properly completes and submits the required reports in a timely manner.
- C. Communications – Performance is acceptable when the member demonstrates the ability to communicate in a logical and concise manner, both with he-spoken word and in writing.
- D. Initiative/Problem Solving – Performance is acceptable when the member demonstrates the ability to perform the required work without specific directions and to complete the task at hand in an appropriate manner.
- E. Interpersonal Relations/Affirmative Action – Performance is acceptable when the member is cooperative, avoids disruptive behavior, and treats others fairly and without prejudice.
- F. Work Habits – Performance is acceptable when the member accomplishes a routine volume of work and shows proper care for Department equipment.
- G. Supervisory/Management – Performance is acceptable when the member adequately achieves satisfactory performance from subordinates under his/her direction.

APPRAISAL CODES

- A. Below Standards: Does not consistently meet standards. There are areas, which need improvement in order to become satisfactory.
- B. Meets Standards: Meets all expectations. Does the job well. No major weakness displayed in the overall performance of this task.
- C. Above Standards: Clearly exceeds requirements; goes beyond job demands. Has displayed strengths in overall performance tasks.

COUNSELING RECORD:

- A. As a result of, but not limited to deficient performance or below standard rating in key responsibilities, the Rater may complete a counseling record.
- B. The Counseling record will contain, the following:
 - 1. The exact offense or deficient performance area(s)
 - 2. How the violation affects the department's ability to be an efficient, effective or safe employer
 - 3. What the employee must do to avoid future disciplinary action.
 - 4. How much time the member has to correct the problem, and
 - 5. What will occur if performance does not improve.

50:EMPLOYEE PERFORMANCE REVIEW

GENERAL INFORMATION		
TYPE OF REPORT: <input type="checkbox"/> ANNUAL <input type="checkbox"/> PROBATIONARY <input type="checkbox"/> INTERIM		
EMPLOYEE NAME:	AGENCY:	EMPLOYEE NUMBER:
CLASS TITLE:	<input type="checkbox"/> SUPERVISOR <input type="checkbox"/> NON-SUPERVISOR	STATUS: CIVIL SERVICE NON-CIVIL SERVICES
ORGANIZATION:	RATING PERIOD: FROM: _____ TO: _____	
GENERAL INSTRUCTIONS		
<p>Verify/Complete General Information. Indicate whether employee is a supervisor or non-supervisor. Review the employee's job description for the rating cycle. Review/discuss job factors/standards (expectations/objectives/duties), to ensure appraisal related to the specific responsibilities, job assignments and standards, which have been conveyed to the employee for the rating cycle. Update the job description and essential job functions for the next rating cycle.</p> <p>Indicate when you conveyed job factors/standards to the employee and when progress review(s) was conducted.</p> <p>Base the appraisal on the employee's performance during the entire review period, not isolated incidences or performance prior to current review period.</p> <p>The comments sections should be used to: support performance ratings, indicate problem areas and provide guidance to employees on how to improve performance. Comments MUST be provided for <i>below standards</i> rating, but are highly recommended for all other ratings. (ATTACH ADDITIONAL 8 ½ X 11 PAPER, IF NEEDED.)</p>		
APPRAISAL CODES		
<p><i>Above standards:</i> Clearly exceeds requirements; goes beyond job demands; has displayed strengths in overall performance tasks.</p> <p><i>Meets standards:</i> Meets all expectations; does job well; no major weaknesses displayed in the overall performance of tasks.</p> <p><i>Below standards:</i> Does not consistently meet standards; there are areas that need improvement in order to become satisfactory.</p>		
COMMUNICATION OF JOB FACTORS/STANDARDS		
Job factors/standards (objectives, duties, expectations, etc.) for this rating period were conveyed to employee on _____ Progress Review(s) was conducted on _____ (at least one during rating cycle)		

EMPLOYEE NAME _____ EMPLOYEE NUMBER _____

JOB FACTORS AND STANDARDS

1. JOB KNOWLEDGE/SKILLS – Performance is acceptable when the member possesses a sound knowledge of the Pennsylvania Crimes Code/Criminal Procedure Rules, the Pennsylvania Vehicle Code, and the Center Township Police Department's Operations Guidelines Manual.

ABOVE STANDARDS

☐

MEETS STANDARDS

☐

BELOW STANDARDS

☐

Comments:

2. WORK RESULTS – Performance is acceptable when the member is involved in a self-directed activity (these are activities that each officer is free to pursue such as traffic enforcement, ordinance enforcement, follow-up investigations, building and vacation checks, etc.) for every two (2) hours on duty and properly completes and submits the required reports in a timely manner.

ABOVE STANDARDS

☐

MEETS STANDARDS

☐

BELOW STANDARDS

☐

Comments:

3. COMMUNICATIONS – Performance is acceptable when the member demonstrates the ability to communicate in a logical and concise manner, both with the spoken word and in writing.

ABOVE STANDARDS

☐

MEETS STANDARDS

☐

BELOW STANDARDS

☐

Comments:

4. INITIATIVE/PROBLEM SOLVING – Performance is acceptable when the member demonstrates the ability to perform the required work without specific directions and to complete the task at hand in an appropriate manner.

ABOVE STANDARDS

☐

MEETS STANDARDS

☐

BELOW STANDARDS

☐

Comments:

EMPLOYEE NAME _____ EMPLOYEE NUMBER _____

JOB FACTORS AND STANDARDS

5. INTERPERSONAL RELATIONS/AFFIRMATIVE ACTION – Performance is acceptable when the member is cooperative, avoids disruptive behavior, and treats others fairly and without prejudice.

ABOVE STANDARDS

☐

MEETS STANDARDS

☐

BELOW STANDARDS

☐

Comments:

6. WORK HABITS – Performance is acceptable when the member accomplishes a routine volume of work and shows proper care for Department equipment.

ABOVE STANDARDS

☐

MEETS STANDARDS

☐

BELOW STANDARDS

☐

Comments:

7. SUPERVISION/MANAGEMENT – Performance is acceptable when the member adequately achieves satisfactory performance from subordinates under his/her direction.

ABOVE STANDARDS

☐

MEETS STANDARDS

☐

BELOW STANDARDS

☐

Comments:

EMPLOYEE NAME _____ EMPLOYEE NUMBER _____

OVERALL RATING

ABOVE STANDARDS <input type="checkbox"/>	MEETS STANDARDS <input type="checkbox"/>	BELOW STANDARDS <input type="checkbox"/>
<u>Training and Development Recommendations:</u> 		

COMMENTS AND SIGNATURES

(Attach additional 8 ½ x 11 paper if necessary)

RATER COMMENTS: (This section should comment on any aspect(s) of the employee's performance not covered elsewhere and should explain overall rating.)

RATER SIGNATURE _____ DATE _____

REVIEWER COMMENTS:

REVIEWER SIGNATURE _____ DATE _____

EMPLOYEE COMMENTS:

- ☐ I AGREE WITH THIS RATING
- ☐ I DISAGREE WITH THIS RATING
- ☐ I WOULD LIKE TO DISCUSS THIS RATING WITH MY REVIEWING OFFICER
- ☐ DISCUSSION WITH REVIEWING OFFICER OCCURRED _____

I ACKNOWLEDGE THAT I HAVE READ THIS REPORT AND I HAVE BEEN GIVEN AN OPPORTUNITY TO DISCUSS IT WITH THE EVALUATOR; MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THE REPORT.

Comments:

EMPLOYEE SIGNATURE _____ DATE _____

COUNSELING RECORD

Members Name: _____ Position: _____

Supervisor's Name: _____ Date Issued: _____

Your supervisor is indicating to you that your performance is deficient enough that some level of administrative action is necessary. Disciplinary action however would not be an appropriate choice at this

time. Management assumes that **Notice To Member**.

Members who are working in good faith want to follow the rules, regulations, policies, and procedures of the organization and, when given constructive feedback such as this, will respond in a positive manner to correct deficiencies.

If you fail to improve your performance and disciplinary action is taken against you, this report will be used as documentation to show at any review process that you have been give adequate notice to improve your conduct/performance prior to such disciplinary action.

The following to be completed by the supervisor:

1. Your performance is deficient in the following areas: _____

2. You are being notified that your performance is unacceptable because it adversely affects this organization's business necessity in the following manner: _____

3. You are being notified that the following standards of conduct/performance will be expected to improve within the following time period:

4. You are being advised that failure on your part to demonstrate correct conduct/performance will result in the following action/s being taken:

Date Set For Performance Improvement Review: _____

Supervisor's Signature: _____ Date Signed: _____

Instructions & Disposition

STEP ONE: This form is not to be placed in the member's personnel file at this time. The original will be kept by the issuing supervisor and a duplicate copy given to the member. If the member achieves desired performance and demonstrates that such conduct/performance will be maintained, this form loses its usefulness and will be discarded. In such cases, STEP TWO will not apply.

STEP TWO: If performance does not improve by the review date, this form will be placed in the member's personnel file and will be used to support the administrative action management deems appropriate in order to correct his performance deficiency.

FORMS AND REPORTS
CENTER TWP POLICE DEPT. FIREARM DISCHARGE REPORT

Officer: _____ Report Date: ____/____/____ Case: _____

Status: Off Duty ☐ On Duty ☐ In Uniform ☐ Plain Clothes ☐

Date & Time of Occurrence: _____

Exact Location of Occurrence: _____

Weapon: _____ (Make, Model, Caliber, Color, Serial Number, etc.)

Service Weapon ☐ Off Duty Weapon ☐ Other ☐ Specify: _____

Reason for Discharging Firearm:

Protect Self ☐ (Complete Entire Form) Protect Citizen ☐ (Complete Entire Form)

Animal Disposal ☐ (Go To Summary of Incident) Other ☐

Describe _____

Type of Incident: _____ Type of Premises: _____

Lighting: INDOOR: Artificial: Good ☐ Poor ☐ Other: ☐ Specify _____

OUTDOOR: Daylight ☐ Dusk ☐ Dark ☐

Weather: Clear ☐ Cloudy ☐ Rain ☐ Snow ☐ Other: ☐ Specify _____

Were you shot at by a sniper? ☐ YES ☐ NO

Did you have prior knowledge the situation involved a dangerous weapon? ☐ YES ☐ NO

Did you have your weapon drawn and ready for use before you needed it? ☐ YES ☐ NO

Distance between you and opponent when first shot was fired. _____

Did you have time to AIM? YES ☐ NO ☐

Did you have to RELOAD? ☐ YES ☐ NO

Opponent's Weapon: _____

Number of Opponents: _____ Male _____ Female

Number of Shots Opponent Fired At You: _____

Number Arrested: _____ Male _____ Female

Number of Shots YOU Fired : _____ Single Action _____ Double Action

Opponent: Not Wounded ☐ Wounded ☐ Critical ☐ Killed ☐ Other ☐

Specify: _____

Officer: Not Wounded ☐ Wounded ☐ Critical ☐ Killed ☐ Other ☐

Specify: _____

Opponent: Standing ☐ Sitting ☐ Crouching ☐ Lying ☐ Other ☐

Specify: _____

Officer: Standing ☐ Sitting ☐ Crouching ☐ Lying ☐ Other ☐ Specify _____

Specify: _____

SUMMARY OF INCIDENT:

Describe fully events, which resulted in use of force. Tell what happened and how it happened. Give full details on all factors, which lead to or contributed to the incident. If animal disposal, note complaint name, condition of animal, etc.

Officer's Signature: _____ Date: _____

Reviewed By: _____ Date: _____

Comments:

Center Twp Police Dept. Use Of Force Report

Officer: _____ Report Date: _____ Incident #: _____

Date and Time of Occurrence: _____

Exact Location of Occurrence: _____

SUBJECT:

Name: _____ D.O.B.: _____ Race: _____ Sex: _____

Address: _____

SOBRIETY: Sober ☐ AOB ☐ Intoxicated ☐

SUBJECT INJURY: No Injury ☐ Complaint of Pain ☐ Injured ☐

MEDICAL TREATMENT REQUIRED: No ☐ Yes ☐

Where Taken: _____ By Whom: _____

Treated by: _____ Nature of Injuries _____

ARRESTED: No ☐ Yes ☐

Charges: _____

TYPE OF FORCE USED:

Firearm ☐

Handcuffs ☐

PPCT ☐

Baton ☐

Hands/Feet ☐

Other Describe: _____

OFFICER INJURY: No Injury ☐ Complaint of Pain ☐ Injured ☐

MEDICAL TREATMENT REQUIRED: No ☐ Yes ☐

Where Taken: _____ By Whom: _____

Treated by: _____ Nature of Injuries: _____

SUMMARY OF INCIDENT:

Describe fully events which resulted in use of force. Tell what happened and how it happened. Give full details on all factors, which lead to or contributed to the incident.

Officer's Signature: _____ Date: _____

Reviewed By: _____ Date: _____

Comments:

CENTER TWP POLICE DEPT. OFF-DUTY EMPLOYMENT REQUEST

New Request: ☐ Annual Request: ☐

Employee's Name: _____

Present Assignment: _____

Prospective Off-Duty Employer: _____

Address: _____

Prospective Immediate Supervisor: _____ Business Phone: (____)____ - ____

If New, Anticipated Starting Date: _____ Hours Per Week: _____

Nature of Work to be performed _____

Is the purpose of your prospective off-duty private employment to utilize your police skills and expertise? Yes: ☐ No: ☐

A. If so, I must advise my prospective employer of his/her potential responsibility if I receive an incapacitating injury; however, I do understand that I may use any sick leave credits I have accrued if I become physically incapable of reporting for duty due to an off-duty injury.

B. If not, and my prospective off-duty employment I find it necessary to exercise police action which results in an injury, I fully understand that I would then be eligible for injury leave. I realize this only applies as long as the police action I exercise in accordance with current laws and occurs within the jurisdiction of Pennsylvania.

C. I am also aware that if my off-duty employment is situated outside of the corporate limits of the Township of Center. I will not represent myself as a police officer during the performance of my duties. In addition, I accept the condition that I am not to use any municipal equipment or utilize the facilities of our records in connection with my prospective off-duty employment.

I HEREBY ACKNOWLEDGE THAT I AM NOT TO BE EMPLOYED BY ANY SPECIAL POLICE AGENCY OR CONSULTING AGENCY THAT PROVIDES POLICE SERVICES.

My off-duty employment at _____ will be terminated by _____ (date).

Submitting Officer: _____ Date: _____

Witnessing Officer: _____ Date: _____

This request must be received in the chief's office two (2) weeks prior to starting/termination date. Complete the original and two (2) copies. Submit original and two (2) copies to the chief of police. Original will be returned to submitting officer. One (1) copy will be placed in the chief's office file and one (1) copy will be placed in the employee's personnel file.

Chief of Police: _____ Approved: ☐ Disapproved: ☐

Date: _____

Remarks: _____

INCIDENT NO. _____

RELEASED TO:

(EVIDENCE) (PROPERTY) RELEASED:

CERTIFICATION

(Date)

CENTER TWP POLICE DEPT. PROPERTY REPORT

___ Hold for court	___ Examine for latent prints	___ Dispose
___ Prisoner's property	___ Send to Crime Lab	___ Other _____

___ Evidence ___ Recovered ___ Found ___ Other _____	Incident No.	Property No.
---	-----------------	-----------------

Itemization of Property

ITEM #	DESCRIPTION	PROPERTY #

LOCATION FOUND OR RECOVERED FROM		DATE/TIME	CRIME LAB REPORT MADE YES NO
OWNER'S NAME/ADDRESS			TELEPHONE
REPORTING OFFICER & ID#		PROPERTY CUSTODIAN TO ACKNOWLEDGE RECEIPT YES NO	
DATE PROPERTY OUT	ITEM NUMBER	OFFICER'S SIGNATURE & ID#	PURPOSE
DATE PROPERTY RETURNED			
DATE PROPERTY OUT			
DATE PROPERTY RETURNED			
FINAL DISPOSITION OF PROPERTY			
SIGNATURE OF OWNER (TO ACKNOWLEDGE RECEIPT)		APPROVING SUPERVISOR & ID#	

Center Twp police Dept. Prisoner Detention Report
CURRENTLY NOT IN USE

LAST NAME	FIRST NAME	MIDDLE NAME
INCIDENT NO.	DATE	CHARGE(S)
TIME PLACED IN CELL		

PRISONER PROPERTY (1)	PROPERTY LOCKER
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

ITEM	NARRATIVE

JAIL LOG

CHECK SUSPECT EVERY 15 MINUTES AND INITIAL APPROPRIATE TIME BLOCK

00000 115	0015 0030	0030 0045	0045 0100	0100 0115	0115 0130	0130 0145	0145 0200	0200 0215	0215 0230	0230 0245	0245 0300	0300 0315	0315 0330	0330 0345	0345 0400	0400 0415	0415 0430	0430 0445	0445 0500	0500 0515	0515 0530	0530 0545	0545 0600
06000 615	0615 0630	0630 0645	0645 0700	0700 0715	0715 0730	0730 0745	0745 0800	0800 0815	0815 0830	0830 0845	0845 0900	0900 0915	0915 0930	0930 0945	0945 1000	1000 1015	1015 1030	1030 1045	1045 1100	1100 1115	1115 1130	1130 1145	1145 1200
12001 215	1215 1230	1230 1245	1245 1300	1300 1315	1315 1330	1330 1345	1345 1400	1400 1415	1415 1430	1430 1445	1445 1500	1500 1515	1515 1530	1530 1545	1545 1600	1600 1615	1615 1630	1630 1645	1645 1700	1700 1715	1715 1730	1730 1745	1745 1800
18001 815	1815 1830	1830 1845	1845 1900	1900 1915	1915 1930	1930 1945	1945 2000	2000 2015	2015 2030	2030 2045	2045 2100	2100 2115	2115 2130	2130 2145	2145 2200	2200 2215	2215 2230	2230 2245	2245 2300	2300 2315	2315 2330	2330 2345	2345 2400
OFFICER				SIGNATURE OF PRISONER								DATE ITEMS RELEASED		DISPOSITION OF RELEASE									

CENTER TWP POLICE DEPT. VICTIM SERVICES NOTIFICATION

Rights and Services Available to Victims of Crime in Pennsylvania
224 Center Grange Road Aliquippa, Pa. 15001 724 774-0271

(Contact Person)

(Incident No.)

Agencies that can help you:

VICTIM/WITNESS ASSISTANCE

Information on Victims Rights and Services in the Criminal Justice System and Community.

Agency: **Victim/Witness Assistance**

Hotline Phone: none

Business Phone: (724)773-8570

DOMESTIC VIOLENCE

Legal Advocacy, counseling, shelter, and other assistance (see other side).

Agency: **Women's Center of Beaver County**

Hotline Phone: (412) 775-0131

Business Phone: (724)775-2032

SEXUAL ASSAULT

Counseling, advocacy and services for adult and child sexual assault victims.

Agency: **Women's Center of Beaver County**

Hotline Phone: (412) 775-0131

Business Phone: (724)775-2032

DRUNK DRIVING

Counseling, advocacy and services for victims of drunk driving.

Agency: **Mothers Against Drunk Driving**

Hotline Phone: 1-800-848-MADD

Business Phone: (724)373-MADD

CHILD ABUSE

Counseling, information and referral services for abused and neglected children.

Agency: **Children and Youth Services of Beaver County**

Hotline Phone: 1-800-272-0567

Business Phone: (724)891-5800

ELDER ABUSE

Counseling, shelter and protective services for victims age 60 and over.

Agency: **ARC Protective Services for the Elderly**

Hotline Phone: 1-800-272-0567

Business Phone: (724)775-1787

OTHER VICTIMS OF VIOLENCE

Counseling, services and advocacy for the surviving family of homicide victims and for robbery, aggravated assault and burglary victims.

Agency: **Victim/Witness Assistance Program**

Hotline Phone: none

Business Phone: (724)773-8570

CRIME VICTIM'S COMPENSATION

Compensation for out-of-pocket medical bills, lost wages/support, counseling, funeral expenses or cash loss of benefits as a result of a crime if eligible.

Agency: Crime **Victim's Compensation Board**

Hotline Phone: 1-800-233-2339

Acknowledgment of receipt of information

Signature_____

Date_____

Phone_____

CENTER TWP POLICE DEPT. IMPOUNDED VEHICLE REPORT

INCIDENT NO.		DATE		TIME		
VEHICLE TYPE	MAKE	MODEL		YEAR	COLOR	REG. NO.
POSSESSOR				OWNER		
ADDRESS				ADDRESS		
TELEPHONE				TELEPHONE		
REASON FOR IMPOUNDMENT:						
DAMAGE APPARENT AT SCENE:						
PERSON MOVING VEHICLE		TELEPHONE		BUSINESS ADDRESS		

PERSONAL PROPERTY

ID #	DESCRIPTION	WHERE FOUND	APPARENT VALUE	DISPOSITION

(Impounding Officer)

(Date)

(Examining Officer)

(Date)

(Tower/Driver Transporting)

(Date)

(Owner/Possessor)

(Date)

Center Twp. Police Dept. Accident Information Form

NON-EMERGENCY (724) 773-3109

Operator _____

Address _____

City _____ State _____

OLN _____ SSN _____

Date of Birth _____ Class _____

Phone _____

Owner's Name _____

Address _____

City _____ State _____

Make of Vehicle _____

Model _____ Year _____

License Plate Number _____ Color _____

Title Number _____

Out of State VIN # _____

Insurance Company _____

Policy Number _____

Location of Accident _____

Direction of Travel _____

Date _____ Time _____

Witnesses _____

Passengers _____

Seat Belt in Use Y N _____ Speed _____

Location of Damage _____

Investigating Officer _____

Center Twp. Police Dept. CITIZEN COMPLAINT FORM

Complainant's Name: _____ DOB _____

Address: _____ Phone: _____

Date & Time of Occurrence: _____

Facts of Occurrence: (Include location, witness statements, etc.)

Use Additional Paper if Necessary

Signature of Complainant: _____ Date: _____

Receiving Officer: _____ Date: _____

Center Twp. Police Dept.

CITIZEN COMPLAINT ACKNOWLEDGMENT

Dear

This will acknowledge receipt of the complaint made by you on _____,
20____ concerning the actions of member(s) of this Department.

An investigation will be made into the allegations contained in your complaint.
You will be advised of the results of the investigation in approximately three (3)
weeks.

Sincerely,

Barry D. Kramer
Chief of Police

Center Twp. Police Dept.

CITIZEN COMPLAIN: No action taken

Dear

Your report of misconduct by a member(s) of this Department prompted a thorough investigation of the incident you described.

Careful examination and evaluation of the evidence established that the actions of the concerned employee(s) were in accordance with the high standards of performance demanded of the member(s) of this Department.

Please be assured that we desire to provide the best possible police service and are appreciative when given the opportunity to clarify such matters.

If you desire further information in regard to the investigation or disposition, please contact my office.

Sincerely,

Barry D. Kramer
Chief of Police

Center Twp. Police Dept.

CITIZEN COMPLAINT: Action Taken

Dear

Your report of misconduct by a member(s) of the Department prompted a thorough investigation of the incident you described.

The investigation established that the conduct of the concerned employee(s) was contrary to Department policy.

You may be assured that this Department does not tolerate such conduct and that appropriate action has been administered.

Thank you for bringing this matter to our attention. If you desire further information in regard to the investigation or disposition, please contact my office.

Sincerely,

Barry D. Kramer
Chief of Police