CHIEF'S PREFACE

Too often we claim that others, specifically those outside of law enforcement, cannot understand what we do. It is true that our profession operates in circumstances that most people either choose to ignore, or refuse to acknowledge until something happens to them. The apathy or indifference of others, however, does not give us the only legitimate claim for understanding right and wrong. The Law Enforcement Code of Ethics uses concepts like protecting the innocent against oppression, maintaining an unsullied private life, developing courage and self-restraint to describe our dedication to the law enforcement profession. Simply doing the job, however does not bestow upon us these desirable attributes. Images of unrest from other jurisdictions indicate that some view the police as an occupying force instead of guardians. What makes us different is that we acknowledge we are a part of a bigger community. Our community certainly consists of other law enforcement organizations that tend to understand what we do, but it also includes the citizens we serve whether or not they accept us as legitimate.

Written directives tell the community something about us. Policies are more than a complex list of what is permissible and what is not. Our mission statement provides a unified, simple, and easy to remember vision of what we do as an organization – a snapshot of our goals, objectives, philosophies, and values. The Law Enforcement Code of Ethics and our Oath of Office describe who we want to be as an agency and as a profession and what we promise to do. Policy tells us how we will accomplish our mission. Policies are different from procedures in that they are independent of situations. Procedures provide step-by-step tasks for accomplishing specific objectives. They are dependent on each situation and form the basis for our training. Policies help to define our culture. If we, both individually and as an organization, do not support these policies, then they are only words. Words that make us feel good about ourselves, certainly, but only words nonetheless. Policies are important, not because they make us feel good about ourselves, but because they create a social contract.

This contract is one-sided. It is a true sign of democracy that society itself cannot be held to the same standards as governments. Governments do not have inalienable rights; the People do. We, as the enforcement arm of government, acknowledge our role in this system. We are all charged with supporting laws of the land, the policies of the City of Norman, and the best practices of our profession. The further up the chain of command, the greater the responsibility – ending with me. It is my responsibility through vision, guidance and example to ensure the Norman Police Department maintains a culture founded on these policies and articulated in this manual. I not only expect accountability, I demand it. It is in answering this call for such a culture that honor and courage are found.

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LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

The Law Enforcement Code of Ethics meets
the statutory requirements of 11 O.S. §34-107.

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MISSION STATEMENT

To maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace.

VALUES

In pursuit of our mission, Norman Police Employees value:

Integrity - by conducting ourselves ethically.

Accountability - by accepting responsibility for our work and actions.

Mutual Respect - by recognizing individual rights and human dignity.

Service Attitude - by providing exceptional service in a courteous, dependable and efficient manner.

Partnerships - by working with the community to create permanent solutions to problems.

VISION

Serving the safest city in America through the application of our values, community leadership, innovation and proactive problem solving.

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Norman Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Norman Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.3 PEACE OFFICER POWERS

Certified members of this department, or newly appointed members awaiting certification, are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE NORMAN POLICE DEPARTMENT

The arrest authority within the jurisdiction of the Norman Police Department includes (22 O.S. § 196; 11 O.S. § 34-101):

(a) In compliance with an arrest warrant.

(b) Without a warrant:

1. (a) For a felony

   (b) For a public offense committed or attempted in the officer's presence

   (c) When an officer has probable cause to believe a person was under the influence of alcohol or drugs when driving or in physical control of a vehicle involved in an accident

   (d) When the officer, observing a recent injury, has probable cause to believe the person has, within the preceding 72 hours, committed an act of domestic abuse

   (e) When the officer is acting on a violation of a court protective order

   (f) When the officer has probable cause to believe the person has threatened another with serious injury or death

   (g) When the officer has probable cause to believe that the person has committed retail larceny (22 O.S. § 1342)

   (h) When a traffic offense for which an arrest is permissible is observed or perceived with electronic equipment by the officer or by another officer who communicates the same to the officer (47 O.S. § 16-114)

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(i) An officer may issue a traffic citation to any driver involved in a traffic collision when, based on personal investigation, the officer has probable cause to believe the person has committed a traffic related offense (47 O.S. § 16-109.1)

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE NORMAN POLICE DEPARTMENT

The arrest authority of officers outside the jurisdiction of the Norman Police Department includes:

(a) Following the fresh pursuit of a person for an offense committed in their presence within the jurisdiction of the Norman Police Department

(b) For a felony (22 O.S. § 202)

(c) When requested to do so by an officer for an offense committed in the jurisdiction of the requesting officer (19 O.S. § 516)

(d) Other arrest authority as may be provided in policies and procedures adopted by the City (21 O.S. § 99a)

(e) The service of an arrest warrant (11 O.S. § 27-113, 11 O.S. § 28-121 and 22 O.S. § 175)

(f) When acting under the color of law, minimally and limited to the means necessary, when required to protect the safety of the public, the suspect or the officer from immediate danger

100.3.3 OTHER AUTHORITY

With the appropriate approval, resolution or interlocal agreement of the governing body of the City, officers of this department (11 O.S. § 34-103):

(a) Have the same powers and duties as police officers of another municipality upon request by the mayor, chief of police or the authorized designee of the municipality requesting their assistance.

(b) Have the same powers and duties as law enforcement officers for a sheriff's office upon request by a county sheriff or the authorized designee requesting their assistance.

(c) Have the same powers and duties as law enforcement officers for the Oklahoma Highway Patrol upon request by a commissioned law enforcement officer of the Oklahoma Highway Patrol for their assistance.

(d) May be deputized by the county sheriff.

(e) May respond to requests from another jurisdiction for assistance in case of emergency.

100.3.4 GRANTING AUTHORITY TO OTHERS

When executing an arrest warrant, officers may summon the aid of other persons to assist (22 O.S. § 188).

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100.3.5 TIMES FOR MAKING ARREST

The times for making an arrest based on a warrant include (22 O.S. § 189):

(a) On any day, and at any time of the day or night, for a felony.

(b) On any day, and at any time of the day or night, for a misdemeanor if the defendant is in a public place or on a public roadway.

(c) Otherwise, between the hours of six o'clock a.m. to ten o'clock p.m., inclusive, for misdemeanors except where otherwise directed by the magistrate endorsed upon the warrant.

100.3.6 DEACTIVATION OF POLICE POWERS

The Chief of Police may, with just cause, temporarily suspend or deactivate the exercise of police powers by any individual under his/her commissioning authority. The Chief of Police, or a duly authorized representative, shall ensure that all of the affected individual's badges, commission cards, and City owned firearms and control devices are retrieved until such time that the suspension or deactivation is removed.

During such time, the affected individual shall not work in any on- or off-duty position that involves the use of police powers, a uniform, or is an any way related to his/her position as a commissioned officer. The Chief of Police may, at his/her discretion, allow an individual whose police powers have been suspended or deactivated to work in a non-uniform and non-law enforcement capacity.

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) 1. As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

2. When an officer enters another state in fresh pursuit:

(a) In Colorado and Kansas to arrest the person for a crime committed in Oklahoma (CRS § 16-3-104; K.S.A. § 22-2404).

(b) In New Mexico and Texas to arrest the person for a felony committed in Oklahoma (NMSA § 31-2-1; Tex. Code of Crim. Pro. art. 14.051).

(c) In Missouri to arrest a person for a felony or for driving while intoxicated in Oklahoma (§ 544.155, RSMo)

(d) In Arkansas to arrest a person for a felony committed in Oklahoma or for the offense of driving or operationg a vehicle while intoxicated, impaired or under the influence (A.C.A. § 16-81-404).

When an arrest is made in another state, the officer shall take appropriate action so that the person arrested is taken without unnecessary delay before the proper judicial official in the county where the arrest was made (A.C.A. § 16-81-405; CRS § 16-3-104; K.S.A. § 22-2404; § 544.155, RSMo; NMSA § 31-2-2; Tex. Code of Crim. Pro. art. 14.06).

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100.5 ARREST IMMUNITY

Persons who meet certain criteria may be exempt from arrest on particular charges or service of process. If a person who is otherwise subject to arrest claims immunity, the officer should contact his or her supervisor. Unless exigent circumstances dictate otherwise, an officer who is unsure of the validity of an immunity claim should consider, as an option to arrest, requesting a warrant.

Typical categories of immunity include:

(a) **Diplomatic Immunity** - See Foreign Diplomatic and Consular Representatives Policy. (22 U.S.C. § 253.a-e and 21 O.S. § 160)

(b) **United States Senators and Representatives** - Exempted from civil process only while traveling to and from a session of their respective house. (U.S. Constitution, Art. I, Sec. 6)

(c) **Voters on Election Day** - Exempt from arrest on a misdemeanor charge except for breach of peace while going to and from a polling place and while voting. (OK Constitution, Art. III, Sec. 5)

(d) **Oklahoma State Legislators** - Exempted from civil process only while traveling to and from a session of their respective house. (OK Constitution, Art. V, Sec. 22)

(e) **Member of the National Guard** - Exempted from civil process only while in attendance at, or going to or from drills, parades, inspection, or while on active duty. (44 O.S. § 223)

100.6 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Oklahoma Constitutions.

100.7 INVESTIGATIVE TASK FORCES

The following guidelines govern the formation of temporary or permanent task forces.

(a) Formation of, or participation in, departmental or multi-jurisdictional task forces is permitted only with the authorization of the Chief of Police. The Chief of Police may consider participation in the task force upon receipt of a written proposal including, at a minimum, the following information:

1. The number of personnel requested,
2. The specific purpose of the task force,
3. The goals and objectives,
4. The responsibility and authority,
5. A budget, or cost, analysis,
6. Evaluation frequency, format and criteria; and,
7. Any other information deemed necessary by the Chief of Police.

(b) The specific purpose for which a task force may be authorized shall be identified in the written proposal and may include:

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1. Burglary or theft,
2. Gambling,
3. Prostitution,
4. Armed robbery surveillance,
5. Serial rapist surveillance,
6. Illegal drug activity; or
7. Juvenile alcohol or tobacco stings.

(c) A periodic written evaluation of every task force will be required to determine the effectiveness of the operation. The Chief of Police may determine whether to continue the operation based partially on the evaluations. Short-term temporary task forces may require a single evaluation when the operation is completed. Long-term task forces may require monthly or quarterly evaluations.

100.8 SPECIAL COMMISSIONS

The Chief of Police may commission special officers for city employees who are not members of the Norman Police Department when those employees are required to perform peace officer duties within the scope of their employment. Normally, these employees include:

- Fire Marshals
- Fire Inspectors
- Municipal Court Officers

Special officers are authorized to exercise peace officer powers in accordance with the Law Enforcement Authority policy. Special officers are also required to adhere to all applicable policies and general orders. A copy of departmental policies and general orders will be made available to each special officer upon commissioning and with each update. Whenever a rule, regulation, or guideline refers to a regular full-time police officer, it shall also apply to a special officer unless, by its nature, it is inapplicable.

100.8.1 APPOINTMENT AND CONDUCT

All special officers must meet and pass the same pre-employment procedures as regular police officers before commissioning. Special officers, on the recommendation of their department head, shall be sworn in and take the Oath of Office in accordance with the Oath of Office policy and as required for their position.

The Chief of Police, may suspend or revoke a Special officer's commission for misconduct. The Special officer will be afforded an opportunity solely to clear his/her name through an interest hearing, which shall be limited to a single appearance before the Chief of Police.

Special officers shall meet the high ethical, moral, and professional standards set forth by the department and are required to act in accordance with the Standards of Conduct policy. The

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special officer's department head is responsible for notifying the Chief of Police of any of the following circumstances involving a special officer:

- Uses of force (see Use of Force policy)
- Complaints and inquiries related to law enforcement duties (see Personnel Complaints policy)
- Vehicle pursuits (see Vehicle Pursuits policy)
- Damage to Norman Police Department equipment (see Department-Owned and Personal Property policy)
- Firearms discharges (see Firearms policy)
- Conducted energy device discharges (see Conducted Energy Device policy)

Allegations of misconduct related to a special officer's law enforcement duties will be investigated by the Norman Police Department in accordance with the Personnel Complaints policy. Special officer-involved shootings or instances where a person suffers great bodily injury/death while in custody or as a result of a special officer's actions will be investigated in accordance with the Officer-Involved Shootings and Deaths policy.

100.8.2 IDENTIFICATION AND EQUIPMENT

Special officers will be issued standard Norman Police Department identification cards/ commission cards, with the exception that "Special" will be indicated on the cards. Special officers will use the Norman Police Department name, symbols, and identification card/commission card, as well as the likeness of these items, in accordance with the Name, Symbols, Badges, Patches and Identification policy.

Department heads are responsible for issuing Special officers badges that are appropriate to their individual duties and positions. Department heads are also responsible for issuing duty handguns as well as the standard restraints and control devices (e.g., handcuffs, batons, conducted energy devices, and body armor). All firearms, restraints, control devices, and body armor must conform to, and be used in accordance with, the Firearms, Use of Force, Handcuffing and Restraints, Control Devices, Conducted Energy Devices, Firearms, and Body Armor policies.

Special officers shall wear their assigned body armor, duty handgun, one set of handcuffs, and at least one less-than-lethal control device anytime they are in a situation where they could reasonably expect to take law enforcement action. They are not required to wear their assigned body armor, duty handgun, handcuffs, or less than lethal control device when functioning primarily in an administrative or support capacity.

100.8.3 TRAINING AND SUPERVISION

Special officers are required to meet the following department-approved training requirements:

(a) CLEET Basic Police Officer certification (or the equivalent) with the completion of the Norman Police Department academy preferred (70 O.S. § 3311; 70 O.S. § 3311.5; OAC 390: 15-1-1; OAC 390:15-1-3),

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(b) Annual completion of no less than 25 hours of continuing law enforcement training accredited or approved by CLEET, including two hours on mental health issues (70 O.S. § 3311.4; OAC 390: 25-1-1 et. seq.),

(c) Periodic in-service training that is determined necessary by the Chief of Police; and,

(d) Annual CLEET and Norman Police Department firearms qualification courses.

The Personnel/Training Division Commander will maintain a current list of special officers and will ensure completion of departmentally required training completion.

Special officers will notify the Chief of Police in writing of any potential conflict of interest in accordance with the Conflicts of Interest policy. Additionally, special officers will submit all requests for secondary employment annually to the Chief of Police in accordance with the Secondary and Outside Employment policy.

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Oklahoma are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Norman Police Department, who is required to exercise the powers and duties of the office as prescribed by state law (11 O.S. § 34-102; 11 O.S. § 12-111; 19 O.S. § 513.2; 19 O.S. § 514; 19 O.S. § 516).

101.2 POLICY

It is the policy of the Norman Police Department that the Chief of Police meets the minimum standards for exercising his/her authority granted by law.

101.3 CHIEF OF POLICE REQUIREMENTS

The Chief of Police of this department appointed after Nov. 1, 2006, as a condition of employment, shall (11 O.S. § 34-102):

(a) Be at least 21 years of age.

(b) Be a citizen of the United States.

(c) Possess at least a high school diploma or General Education Diploma (GED).

(d) Be certified as a peace officer in this state by the Council on Law Enforcement Education and Training (CLEET) or meet all requirements necessary for CLEET certification and obtain such certification within six months of assuming the position of Chief of Police or as otherwise allowed by 70 O.S. § 3311.

(e) Successfully complete the approved course of training developed by the Oklahoma Association of Chiefs of Police (OACP) and approved by CLEET within 12 months of assuming the position of Chief of Police.

Failure to meet CLEET or OACP training may result in disqualification of, or revocation of, certification and removal from office.

See attachment: Chief Class Specifications (02-05-15)

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Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Norman Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.2.1 REQUIREMENT FOR AND ADMINISTRATION OF OATH

(a) All officers of the City, upon entering the duties of their offices, shall take the oath of office prescribed by the Constitution of Oklahoma (Art 15, Section 1 Oklahoma Constitution and Art. II, Code of Ordinances, Sec. 3).

(b) The Mayor, Municipal Judge, and the City Clerk shall have the power to administer oaths (Art. XVII, Code of Ordinances, Sec. 8).

102.3 LOYALTY OATH

All department members, during initial employment orientation, shall take and subscribe to the following oath or affirmation applicable to his/her position (51 O.S. § 36.1; 51 O.S. § 36.2A).

“I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am _____.
(Here put name of office, or, if an employee, insert “An Employee Of _____” followed by the complete designation of the employing officer, agency, authority, commission, department or institution.)”

102.3.1 POLICE OFFICER OATH OF OFFICE

In addition to any oath or affirmation required by law, all commissioned officers shall take and subscribe to the following at the time of their commissioning:

"I do solemnly swear that I will support, obey and defend the Constitution and laws of the United States of America, the State of Oklahoma, and the ordinances of the City of Norman, Oklahoma. I will conduct myself in accordance with the Law Enforcement Code of Ethics according to my best ability. So help me God."

102.4 MAINTENANCE OF RECORDS

The Loyalty Oath shall be filed as prescribed by law (51 O.S. § 36.3). All other oaths shall be filed with the municipal clerk (11 O.S. §8-103) or their designee.

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Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Norman Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Norman Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or department members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Norman Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

See attachment: GO 1607 New Policy Manual Implementation.pdf

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

ACHS - Oklahoma Automated Criminal History System.

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Adult - Any person 18 years of age or older (30 O.S. § 3-302).

City - The City of Norman.

Civilian - Employees and volunteers who are not certified peace officers.

CLEET - Council on Law Enforcement Education and Training.

Department/NPD - The Norman Police Department.

DHS - Oklahoma Department of Human Services.

DPS - Oklahoma Department of Public Safety.

Employee - Any person employed by the Department.

Employment agreement - Includes any collective bargaining agreement, memorandum of understanding, memorandum of agreement or any other employment contract or conditions of employment.

Manual - The Norman Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Norman Police Department, including:

- Full- and part-time employees
- Certified officers
- Civilian employees
- Volunteers
- Reserve, auxiliary officers

MVD - Oklahoma Tax Commission, Motor Vehicle Division.

OAC - Oklahoma Administrative Code.

Officer - Those employees, regardless of rank, who are certified peace officer employees of the Norman Police Department (21 O.S. § 99; 70 O.S. § 3311).

ODOT - Oklahoma Department of Transportation.

OHP - Oklahoma Highway Patrol.

OLETS - Oklahoma Law Enforcement Telecommunications System.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

O.S. - Oklahoma Statutes Annotated.

OSBI - Oklahoma State Bureau of Investigation.

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Peace officer - Any sheriff, police officer, federal law enforcement officer, tribal law enforcement officer or any other law enforcement officer whose duty it is to enforce and preserve the public peace. Peace officer also includes every United States Marshal, Marshals Service deputy or other federal law enforcement officer employed full-time as a law enforcement officer or acting under the authority of a Federal Bureau of Indian Affairs Commission who has been certified by the Council on Law Enforcement Education and Training (CLEET) and is authorized by federal law to conduct investigations and make arrests for a violation of federal law (21 O.S. § 99).

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

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103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Division Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commander, who will forward them to the command staff as appropriate.

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Norman Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

See attachment: 2020 v2.pdf

200.3 BUREAUS

The Chief of Police is responsible for administering and managing the Norman Police Department. There are three bureaus in the department:

- Operations Bureau
- Staff Services Bureau
- Support Bureau

200.3.1 OPERATIONS BUREAU

The Operations Bureau is commanded by an assigned Major, whose primary responsibility is to provide leadership, which includes general management, direction and control for the Operations Bureau. The Operations Bureau consists of Patrol Divisions I, II, and III, and the Uniform Support Division.

200.3.2 STAFF SERVICES BUREAU

The Staff Services Bureau is commanded by an assigned Major, whose primary responsibility is to provide leadership, which includes general management, direction and control for the Staff Services Bureau. The Staff Services Bureau consists of the Personnel/Training Division (including the Personnel Section and the Training Section), and the Planning/Logistics Division (including the Records Section).

200.3.3 SUPPORT BUREAU

The Support Bureau is commanded by an assigned major, whose primary responsibility is to provide leadership, which includes general management, direction and control for the Support Bureau. The Support Bureau consists of the Animal Welfare sections as well as the Communications Division, the Investigations Division, (including the Investigations Division, the Special Investigations Section, and the Forensic Services/Property Section).

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200.3.4 OFFICE OF THE CHIEF OF POLICE
The Office of the Chief of Police consists of the Internal Affairs Unit and the Public Information Officer and Professional Standards Administrator.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND
The Chief of Police exercises command over all members of the Norman Police Department. During planned absences, the Chief of Police will designate a representative to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) The Staff Services Bureau Commander

(b) The Operations Bureau Commander

(c) The Support Bureau Commander

(d) The Watch Commander

200.4.2 UNITY OF COMMAND
The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or during a special team assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5 AUTHORITY AND RESPONSIBILITIES
Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

200.6 INTERNAL INSPECTIONS
Bureau Commanders are responsible for ensuring that line and staff inspections are conducted for reviewing and evaluating the operations of programs under their command. The focus of the inspections should include adherence to the department's goals and mission statement, policies and procedures, and performance targets, as well as adequacy of resources and staffing or other subject matter as directed by the Chief of Police or the authorized designee.

(a) Line inspections should be conducted at least monthly by personnel who supervise the program being inspected and include:

1. Announced or unannounced inspections of facilities, equipment, uniforms, procedures and performance capabilities.

2. An assessment of compliance with the program's goals, mission, policies and procedures, and target performance levels.

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3. A written report noting any serious or recurring deficiencies.
4. A written plan to correct any identified deficiencies.

(b) Staff inspections should be conducted at least every three years at the direction of the Chief of Police by personnel who do not directly supervise the program being inspected and include:

1. Announced formal inspections of facilities, equipment, uniforms, procedures and performance capabilities.
2. An assessment of compliance with the program's goals, mission, policies and procedures, and target performance levels.
3. A written report of the program's performance level, including notation of any serious or recurring deficiencies.
4. A written plan to correct any identified deficiencies.

Summary reports of staff and line inspections shall be forwarded through the chain of command to the Chief of Police or the authorized designee.

200.7 RESEARCH, PLANNING AND STRATEGIC PLANNING

200.7.1 RESEARCH AND PLANNING

Research and planning needs are important to the Department and recommendations made by any member of the department or any citizen should be considered. Members should detail in writing to the Department the issue or problem and any information or recommendations they have. The Chief of Police or the authorized designee should consider the recommendation and take appropriate action.

200.7.2 STRATEGIC PLANNING

The Department should prepare a strategic plan that is reviewed and updated annually. The plan should include:

- Department goals and division objectives
- Personnel needs
- Training needs
- Equipment needs
- Facility needs
- Maintenance needs
- Operation expenditure needs

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General Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing General Orders.

201.2 POLICY

General Orders will be used to modify policies of the Norman Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable employment agreements and other alternatives should be considered before a General Order is issued.

201.3 PROTOCOL

General Orders will be incorporated into the Policy Manual, as required, upon approval. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Chief of Police will ensure that all General Orders are disseminated appropriately. General Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a General Order is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review General Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue General Orders.

201.5 ACCEPTANCE OF GENERAL ORDERS

All members shall be provided access to the General Orders. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

201.6 SPECIAL ORDERS

Special orders are written directives that are in effect for a specified period. Special orders usually provide direction for a specific foreseeable event or for a policy/procedure that is of a temporary nature, or involving only specific segments of activities.

Special orders may be issued by the Chief of Police or designee in printed or electronic format. Special orders are to be posted and/or otherwise made available to employees until they expire.

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Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Norman Police Department and responsibilities of its members pertaining to large-scale emergencies and the State of Oklahoma Emergency Operations Plan.

202.2 POLICY

The Norman Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The City Emergency Operations Plan complies with the Oklahoma Emergency Management Act (63 O.S. § 683.1 et seq.). This plan provides guidance for City emergency operations personnel to perform local emergency management functions.

Emergency Operations Plan

202.3 DEPARTMENT RESPONSIBILITIES

The Chief of Police or the authorized designee shall notify the local Emergency Management Director of all significant events occurring in the jurisdiction (63 O.S. § 683.11).

Upon request by the governor and/or a state emergency management organization, all department personnel shall cooperate and extend services and facilities to the maximum extent practicable (63 O.S. § 683.18).

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Norman Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the Emergency Operations Plan:

(a) All personnel should operate under the National Incident Management System (NIMS).

(b) The Chief of Police or the authorized designee should contact the local Emergency Management Director to request that the Oklahoma Department of Emergency Management assist with mutual aid response from local, state and federal law enforcement agencies.

202.4.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Norman Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

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202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available in the Staff Services Bureau Bureau Commander's office, at the Watch Commander's desk and in the Communications Division. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented. The Staff Services Bureau Bureau Commander should ensure that department members are familiar with the roles they will play when the plan is implemented.

202.6 EMERGENCY OPERATIONS PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Operations Plan at least annually and ensure that the plan conforms to any revisions made by NIMS. The Chief of Police or the authorized designee should appropriately address any needed revisions.

202.7 TRAINING

The Department should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. The Personnel/Training Division Commander should ensure that the training incorporates a full or partial exercise, tabletop or command discussion.

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Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Council on Law Enforcement Education and Training (CLEET) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

(d) Ensure compliance with CLEET rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Personnel/Training Division Commander to develop, review, update and maintain a training plan and to ensure that mandated CLEET basic and continuing education training and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Personnel/Training Division Commander shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

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203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training

(b) State-mandated training:

1. Officers must successfully complete certified basic law enforcement training or the equivalent (70 O.S. § 3311; 70 O.S. § 3311.5; OAC 390:15-1-1; OAC 390:15-1-3).
2. Officers of the Department shall annually complete no less than 25 hours of continuing law enforcement training accredited or approved by CLEET, including two hours on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).
3. Reserve officers of the Department shall annually complete no less than eight hours of continuing law enforcement training accredited or approved by CLEET, including one hour on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).
4. Officers of the Department who worked during a calendar year only as reserve officers are required to meet only the annual training requirements for reserve certification (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).

(c) Locally mandated training (including City)

203.4.2 COMMISSIONED SPECIFIC TRAINING

(a) Upon successful completion of basic law enforcement training, each recruit shall be assigned to the Police Training Officer Program. Recruits must successfully complete the program prior to any other assignment.

(b) Personnel may be selected to attend advanced or specialized training based upon the following criteria:

1. Needs of the department
2. Assignment within the department or special team assignment
3. Professional development needs and goals of the member
4. Cost and location of training

(c) Periodic in-service training, determined necessary by the Chief of Police, shall be provided by the Personnel/Training Division Commander.

203.4.3 OTHER DEPARTMENTAL TRAINING

(a) Every new employee shall receive, within the first 7 days of employment, information including the agency's role, purpose, goals, policies, procedures, working conditions, and the responsibilities and rights of employees.

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(b) Every employee who is promoted or appointed to a first line supervisory position shall successfully complete a basic supervisory course prior to, or within one year of promotion or appointment. If the employee is commissioned, the training must be accredited by CLEET (or the equivalent).

(c) Every first line supervisor who is promoted or appointed to a mid-level position shall successfully complete a mid-level management course prior to, or within one year of promotion or appointment. If the employee is commissioned, the training must be accredited by CLEET (or the equivalent).

(d) Members selected for an assignment requiring certification or qualification should receive initial training within the first year of assignment and re-certify/qualify as credentials require.

(e) Civilian employee training will depend on their particular task. Position requirements will determine the training required.

203.5 TRAINING COMMITTEE

The Personnel/Training Division Commander may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Personnel/Training Division Commander may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Personnel/Training Division Commander, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Personnel/Training Division Commander. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Personnel/Training Division Commander will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Personnel/Training Division Commander shall be submitted to the command staff for review.

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203.6 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member's participation.
5. Emergency situations or department necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Personnel/Training Division Commander to attend the required training on an alternate date.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Norman Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Chief of Police.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Chief of Police. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB during their shifts or as otherwise directed by their supervisor. Although the DTB system can be accessed from any Internet-enabled computer, members should take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

203.8 TRAINING RECORDS

The Personnel/Training Division Commander is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule and state law (OAC 390:25-1-7).

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Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

204.2 POLICY

Norman Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Oklahoma Open Records Act).

Electronic correspondence shall contain the sender's departmentally approved signature and electronic communications disclaimer language. (see City of Norman Personnel Manual, Section 312.5)

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member’s name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member’s email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

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204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Oklahoma Open Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The City Manager shall ensure that email messages are retained and recoverable as outlined in City Policy.

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Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The Norman Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 PERSONNEL ORDER

Personnel Orders may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

It is imperative that communication lines between entities within the Norman Police Department be open to exchange information regarding any topic of mutual interest. Good intra-agency communication is an officer safety issue and can prevent duplication of effort. Additionally, it is critical that correspondence with entities outside of the Norman Police Department be consistent with the good order of the department.

205.4.1 LETTERHEAD

To ensure the name of the department is not misused, all official external correspondence shall be on approved department letterhead. All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

205.4.2 PREPRINTED FORMS AND FORM LETTERS

Preprinted forms and form letters approved by the Chief of Police will be maintained by the Uniform Support Division Commander or their designee. Approved forms should be maintained in an electronic database and large quantities should not be printed without approval of the Uniform Support Division Commander. Only approved forms shall bear the name or insignia of the Norman Police Department.

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205.4.3 BULLETINS, FLIERS, ANNOUNCEMENTS

Official bulletins, fliers, and announcements are used to disseminate official and authentic information or instructions which do not warrant a general or special order or to direct the actions of subordinates in specific situations. They may also be used to explain or emphasize portions of previously issued orders or to inform employees of actions or policies of other agencies. Bulletins, fliers and announcements may be distributed within the department by either electronic, or non-electronic means as appropriate.

205.5 MEMORANDA

Official agency correspondence addressed from one level of command to another, or from one intra-agency entity to another, shall be prepared and submitted using the authorized departmental memorandum format and include the sender's initials and designate any copies.

(a) Memoranda must be submitted through the chain of command to the addressee in a timely manner and shall not be destroyed under any circumstances.

(b) Each individual in the chain of command shall read the correspondence and initial in the upper left-hand corner before forwarding it. If a person in the chain of command has additional comments concerning the memorandum, they may note them to be forwarded with the correspondence.

(c) Electronic memoranda shall be copied to the sender's supervisor.

(d) The sender's supervisor has the discretion to intervene in any manner they deem appropriate.

205.6 PROFESSIONAL STANDARDS REPORTING SYSTEM

The following circumstances will normally be reported using the Professional Standards Reporting System:

(a) Uses of force (see Use of Force policy)

(b) Complaints and inquiries (see Personnel Complaints policy)

(c) Vehicle pursuits (see Vehicle Pursuits policy)

(d) Collisions involving department vehicles (see Traffic Collisions policy)

(e) Damage to personal or department equipment (see Department-Owned and Personal Property policy)

(f) Firearms discharges (see Firearms policy)

(g) conducted energy device discharges (see Conducted Energy Device policy)

(h) Award recommendations

(i) Overdose Intervention (see Medical Aid and Response policy)

(j) SWAT activity (see Special Weapons and Tactics Team policy)

(k) Legal claims

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(l) Unintentional Recording (see Mobile Audio/Video and Portable Audio/Video Recorders policies)

See attachment: Professional Standards Reporting System Matrix

The presence, or absence, of audio or video recordings shall be documented in the report. (See Mobile Audio/Video and Portable Audio/Video Recorders policies.)

205.6.1 ROUTING OF PROFESSIONAL STANDARDS REPORTING SYSTEM REPORTS
Unless directed otherwise, reports using the Professional Standards Reporting System will be routed through the affected employee's chain of command. Each person in the chain of command is responsible for reviewing the report and commenting as appropriate.

When an on-duty member of the Norman Police Department is involved in a collision, or when any collision results in any damage to a City-owned or leased vehicle, the investigating supervisor will forward the report through the affected employee’s chain of command. All reviewing supervisors, including the investigating supervisor, will note if the collision was preventable or non-preventable when approving the report. A supervisor shall provide a specific explanation where he/she is unable to make such a determination.

When a report involves an internal or external complaint, the investigating supervisor will forward the report through the subject employee's chain of command. All reviewing supervisors, including the investigating supervisor, will note if the investigation should be formal or informal when approving the report. A supervisor shall provide a specific explanation where he/she is unable to make such a determination.

See attachment: Professional Standards Reporting System Matrix Supervisors

205.7 OTHER COMMUNICATIONS
General Orders, Special Orders, and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the General Orders Policy).

205.7.1 RECORDS MANAGEMENT SYSTEM
In addition to requirements listed in specific policies, the following circumstances shall normally be reported in an appropriate Records Management System report.

(a) Use of handcuffs and restraints (see Handcuffing and Restraints policy)

(b) Presentation of control devices toward another person (see Use of Force policy)

(c) Presentation of a conducted energy device toward another person (see Use of Force policy)

(d) Presentation of a firearm toward another person (see Use of Force policy)

(e) Deployment of a canine (see Canines policy)

The presence, or absence, of audio or video recordings shall be documented in the report. (See Mobile Audio/Video and Portable Audio/Video Recorder policies.)

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205.7.2 ADMINISTRATIVE GUIDES AND STANDARD OPERATING PROCEDURES
Procedures identify a particular course of action, best practice, or guide that is intended to provide direction for achieving a result, completing a process, or accomplishing a task.

Administrative Guides are procedures identified by the Chief of Police and accessible in electronic format to all personnel. The are linked to current policy and are intended to be used as supplemental reference material and should be reviewed quarterly.

Standard Operating Procedures are guidelines identified by Bureau Commanders and Division Commanders, as well as special team, unit or discipline commanders. They are usually linked to a policy and/or administrative guide and should be reviewed at least annually.

205.7.3 USE OF FORCE COLLECTION DATABASE
The Internal Affairs Unit will submit a report to the FBI Use-of-Force Data Collection database within five days of receiving a use of force report where the use of force resulted in, or involved:

(a) The death of a person due to an officer's use of force;

(b) The serious bodily injury of a person due to an officer's use of force; or

(c) The discharge of a firearm by an officer at, or in the direction of, a person that did not otherwise result in death or serious bodily injury.

A "zero" report shall be provided monthly if there were no uses of force as described above.

205.8 ROUTINE ROUTING OF COMMUNICATIONS

Unless otherwise indicated, all administrative communications will be initiated by the employee through their formal chain of command to the identified recipient.

Routing of routine forms, requests, reports, etc. should follow the specific requirements for each type of communication.

See attachment: Form Routing Table

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Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Bureaus.

206.2 POLICY

The Norman Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Bureau Commanders for each Bureau and subordinate work group. The supervision staffing levels should support proper supervision, span of control, compliance with any employment agreement and activity levels to meet the needs of members and the goals of the Department.

206.3.1 TEMPORARY SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor.

206.3.2 SCHEDULED COMMISSIONED OUT OF CLASS ASSIGNMENT

Non-supervisory commissioned employees, who have previously been approved for assignment, may be scheduled as an out of class lieutenant.

See attachment: 31210 Employee Development REV.pdf

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Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Norman Police Department identification cards/Commission Cards to qualified former or retired law enforcement officers under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

207.2 POLICY

It is the policy of the Norman Police Department to provide identification cards/Commission Cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals. Officers who have retired in good standing with twenty or more years of service or who are medically retired and are eligible for benefits under the Oklahoma Police Pension and Retirement System (OPPRS) shall also be qualified for additional uniforms, gifts and equipment as specified in the FOP CBA and the Uniforms and Civilian Attire policy.

207.3 LEOSA

The Chief of Police may issue an identification card/Commission Card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a peace officer for an aggregate of 10 years or more or, if employed as a peace officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearms qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA CARD FORMAT

The LEOSA identification card/Commission Card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Norman Police Department qualifies the former officer, the LEOSA identification card/ Commission Card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active-duty standards for qualification to carry a firearm.

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207.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a peace officer, and one of the following:

1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty peace officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Oklahoma law or by a private person or entity on his/her property if such prohibition is permitted by Oklahoma law.

207.4 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card/Commission Card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

See attachment: NPD LEOSA Waiver.pdf

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207.5 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card/Commission Card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card/Commission Card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

207.6 FIREARM QUALIFICATIONS

The department may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The department will maintain a record of the qualifications and weapons used.

207.6.1 COURSE OF FIRE

The qualification course will meet or exceed CLEET requirements.

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

This policy meets statutory requirements requiring the adoption of a use of force policy pursuant to 11 O.S. § 34-107 and 22 O.S. § 34.1.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Force - The application of physical techniques or tactics, the application of a Control Device, or the presentation of a conducted energy device or Firearm toward another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Norman Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

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300.2.2 DUTY TO REPORT

Any officer who has completed his/her probationary period and who witnesses another peace officer use physical force that exceeds the degree permitted by law or this policy shall make a written report of such use to his/her immediate supervisor within 10 days (22 O.S. § 34.2). At a minimum, the written report shall include:

(a) The date, time and place of the occurrence.

(b) The identity, if known, and description of the participants.

(c) A description of the events and the force used.

An officer may use a copy of an arrest report or similar report provided it contains the mandatory minimum information.

Any supervisor receiving a written report of physical force that exceeds the degree permitted by law shall ensure that an entry is made into the Professional Standards Reporting System and is forwarded through the appropriate chain of command.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use reasonable force when a person being lawfully arrested resists arrest or attempts to escape (21 O.S. § 643).

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300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of drugs or alcohol.

(e) Individual's mental state or capacity.

(f) Proximity of weapons or dangerous improvised devices.

(g) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

(h) The availability of other options and their possible effectiveness.

(i) Seriousness of the suspected offense or reason for contact with the individual.

(j) Training and experience of the officer.

(k) Potential for injury to officers, suspects and others.

(l) Whether the individual appears to be resisting, attempting to evade arrest by flight or is attacking the officer.

(m) The risk and reasonably foreseeable consequences of escape.

(n) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(p) Prior contacts with the individual or awareness of any propensity for violence.

(q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

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(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 CAROTID CONTROL HOLD

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

(a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.

(b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control an individual in any of the following circumstances:

1. The individual is violent or physically resisting.
2. The individual, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the individual or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

1. Individuals who are known to be pregnant
2. Elderly individuals
3. Obvious juveniles
4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries

(d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by medical personnel and should be monitored until examined by medical personnel.

(e) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.

(f) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

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(g) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Norman Police Department for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended.

(c) A verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the

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circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification and entry into the Professional Standards Reporting System shall be made as soon as practicable by any member who uses force following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The individual subjected to the force complained of injury or continuing pain.

(c) Unintentional discharges of a Firearm

(d) Unintentional discharges of a conducted energy device

(e) Any deployment of a Canine that results in a bite or causes injury to an intended suspect or results in an unintended bite or injury.

(f) Any application of a Control Device on a person.

(g) Any application of a Restraint Device other than handcuffs, spit hoods, transport belts, waist or belly chains, transportation chains, leg irons, or leg restraints.

(h) The individual subjected to the force was rendered unconscious.

(i) An individual was struck or kicked.

(j) An individual alleges any of the above has occurred.

300.5.2 DOCUMENTATION OF OTHER INCIDENTS

The primary assigned officer will ensure that written documentation is made using an appropriate report in the department's Records Management System as soon as practicable following any of the following actions:

(a) The presentation of a Firearm including:

1. Pointing a Firearm at a person; and/or
2. Laser activation (if applicable) at a person.

(b) The presentation of a conducted energy device including:

1. Pointing a conducted energy device at a person,
2. Laser activation of a conducted energy device at a person; and/or
3. Arcing the conducted energy device (other than for testing).

(c) The presentation or threatened use of a Control Device directed at a person.

(d) The deployment or threatened use of a Canine directed at a person.

Every other involved member will ensure that the primary assigned officer is notified as soon as practicable of any of the above listed actions for entry into the department's Records Management System.

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300.6 MEDICAL CONSIDERATIONS

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away (see the Medical Aid and Response Policy).

300.7 SUPERVISOR RESPONSIBILITIES

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should **NOT** be summarized or included in any related criminal charges.

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2. The fact that a recorded interview was conducted should be documented in the Professional Standards Reporting System.
3. The recording of the interview should be attached and retained in the Professional Standards Reporting System until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any credible indication that the individual may pursue civil litigation.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 WATCH COMMANDER RESPONSIBILITY

The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

300.9 USE OF FORCE ANALYSIS

At least annually, the Internal Affairs Unit should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

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Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Norman Police Department to review the use of force by its members.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or the evaluation of the use of force.

301.2 POLICY

The Norman Police Department will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever a member's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another person.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm when discharged as a use of force, whether the member was on- or off-duty, excluding training or recreational use.

The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Chief of Police will convene the Use of Force Review Board as necessary. It will be the responsibility of the Bureau Commander or supervisor of the involved member to notify the Chief of Police of any incidents requiring board review. The involved member's Bureau Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Chief of Police should staff the Use of Force Review Board with five individuals from the following, as appropriate:

- Command staff representative from the involved member's chain of command
- Personnel/Training Division Commander
- Nonadministrative supervisor

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- A peer officer/department member
- A law enforcement officer from an outside law enforcement agency, as appropriate
- Department instructor for the type of weapon, device or technique used

The senior ranking command staff representative will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

No more than one board member shall ask questions of the involved member at a time.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

Any questioning of the involved member conducted by the board will be in accordance with Norman Police Department disciplinary procedures, the Personnel Complaints Policy, the current employment agreement and any applicable state or federal law.

After all facts and information have been presented the board shall deliberate. The only persons permitted during deliberations are the board members. If additional outside information is needed, the board will re-convene to obtain the additional facts or information.

The board shall make one of the following recommended findings:

(a) The member's actions were within department policy and procedure.

(b) The member's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

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The Chief of Police shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and determine whether any additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the involved member's Bureau Commander for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

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Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions, arrests and transports.

302.2 POLICY

The Norman Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Norman Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

Absent exigent circumstances, members will not secure a subject to a fixed object.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

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No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or others, or damage property.

302.3.4 NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person’s back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person’s size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide

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assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Chief of Police shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

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(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints in an appropriate report.

If a person is arrested, the use of restraints other than handcuffs shall be documented in the related report. The officer should include, as appropriate:

(a) The amount of time the person was restrained.

(b) How the person was transported and the position of the person during transport.

(c) Observations of the person's behavior and any signs of physiological problems.

(d) Any known or suspected drug use or other medical problems.

302.9 TRAINING

Subject to available resources, the Personnel/Training Division Commander should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

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Control Devices

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the Norman Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only those members who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected department members who may not currently be issued or carrying the control device or those in specialized assignments who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall maintain the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

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Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Documentation shall also be forwarded to the Chief of Police through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects, based on the circumstances. Only the Watch Commander, Incident Commander or Special Weapons and Tactics Team Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation, if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of department members or the public.

303.7.1 OC SPRAY

Uniformed members carrying OC spray shall carry the device in a departmentally approved holster on the equipment belt or load-bearing vest. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should

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not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where an individual has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward an individual, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

See attachment: TearGasAdvisory.pdf

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

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(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at officers, other department members and/or other people.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect shotguns and projectiles at the beginning of each shift to ensure that the shotguns are in proper working order and the projectiles are of the approved type and appear to be free from defects.

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When they are not deployed, shotguns will be unloaded and properly and securely stored in police department vehicles. When deploying a kinetic energy projectile shotgun, officers shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES

The Personnel/Training Division Commander shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the member's training file.

(c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

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Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device.

304.2 POLICY

The conducted energy device is used to control a violent or potentially violent individual. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING CONDUCTED ENERGY DEVICES

Only members who have successfully completed department-approved training may be issued and may carry the conducted energy device.

conducted energy devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the conducted energy device and cartridges that have been issued by the Department. Uniformed officers who have been issued the conducted energy device shall wear the device in an approved holster. Non-uniformed officers may secure the conducted energy device in the driver's compartment of their vehicles.

Members carrying the conducted energy device should perform a spark test prior to every shift.

When in uniform, officers shall carry the conducted energy device in a weak-side holster on the side opposite the duty weapon.

(a) All conducted energy devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the conducted energy device.

(c) Officers shall be responsible for ensuring that the issued conducted energy device is properly maintained and in good working order.

(d) Officers should not hold a firearm and the conducted energy device at the same time.

304.3.1 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall maintain the inventory and issuance of all Conducted Electrical Weapons and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of , repaired or replaced.

Every Conducted Electrical Weapon will be periodically inspected by the Rangemaster or a designated instructor, and the inspection shall be documented.

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304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the conducted energy device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the conducted energy device may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required, to display the laser in a further attempt to gain compliance prior to the application of the conducted energy device. The aiming laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the conducted energy device in the related report.

304.5 USE OF THE CONDUCTED ENERGY DEVICE

The conducted energy device has limitations and restrictions requiring consideration before its use. The conducted energy device should only be used when its operator can safely approach the subject within the operational range of the device. Although the conducted energy device is effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE CONDUCTED ENERGY DEVICE

The conducted energy device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent, physically resisting or attempting to evade arrest.

(b) The subject has demonstrated, by words or action, an intention to be violent, to physically resist or to attempt to evade arrest, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the conducted energy device to detain an individual.

The conducted energy device shall not be used to psychologically torment, to elicit statements or to punish any individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the conducted energy device on certain individuals should be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

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(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the conducted energy device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.5.3 TARGETING CONSIDERATIONS

The preferred targeting areas include the individual's back or front lower-center mass. The head, neck, chest and groin should be avoided when reasonably practicable. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the conducted energy device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE CONDUCTED ENERGY DEVICE

Officers should apply the conducted energy device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Officers should not intentionally apply more than one conducted energy device at a time against a single individual.

If the first application of the conducted energy device appears to be ineffective in gaining control of an individual, the officer should evaluate the situation and consider certain factors before additional applications of the conducted energy device, including:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

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304.5.5 ACTIONS FOLLOWING DEPLOYMENTS
Officers should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the conducted energy device. As soon as practicable, officers shall notify a supervisor any time the conducted energy device has been discharged. The cartridge serial number should be noted and documented in the paperwork.

304.5.6 DANGEROUS ANIMALS
The conducted energy device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.7 TASER® CAM™
Where applicable, the TASER CAM is activated any time the safety is in the up (ARMED) position. The safety should be in the safe position unless the officer intends to use the device. Because the TASER CAM memory is limited, the video and audio data should be downloaded frequently and retained in accordance with the established records retention schedule.

304.5.8 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department conducted energy devices while off-duty unless authorized to wear a uniform as specified in the Secondary and Outside Employment policy.

Officers shall ensure that conducted energy devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION
Except during training, any member who discharges a conducted energy device either intentionally or unintentionally, on or off-duty, shall make a verbal report to an on-duty supervisor as soon as circumstances permit.

Any presentation of a conducted energy device shall be documented in a related incident report and reported in compliance with the Use of Force Policy.

304.6.1 REPORTS
The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing conducted energy devices

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject’s physical and physiological actions

(e) Any known or suspected drug use, intoxication or other medical problems

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304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove conducted energy device probes from a person's body. Used conducted energy device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by conducted energy device probes or who have been subjected to the electric discharge of the device or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The conducted energy device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the conducted energy device (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the conducted energy device may be used. A supervisor should respond to all incidents where the conducted energy device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the conducted energy device. The device's onboard memory should be downloaded through the data port by a supervisor or Rangemaster and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

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304.9 TRAINING

Personnel who are authorized to carry the conducted energy device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the conducted energy device as a part of their assignments for a period of six months or more shall be recertified by a qualified conducted energy device instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued conducted energy devices should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time if deemed appropriate by the Personnel/Training Division Commander. All training and proficiency for conducted energy devices will be documented in the officer's training files.

Command staff, supervisors and investigators should receive conducted energy device training as appropriate for the investigations they conduct and review.

Officers who do not carry conducted energy devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Personnel/Training Division Commander is responsible for ensuring that all members who carry conducted energy devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of conducted energy devices during training could result in injuries and should not be mandatory for certification.

The Personnel/Training Division Commander should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) Handcuffing a subject during the application of the conducted energy device and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the conducted energy device.

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Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an officer-involved shooting or where a person dies/suffers great bodily injury while in custody or as a result of an officer's actions.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.2 POLICY

The policy of the Norman Police Department is to ensure that officer-involved shootings and deaths/great bodily injuries are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths/great bodily injuries involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect’s actions.
- A criminal investigation of the involved officer’s actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths/great bodily injuries. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death/great bodily injury and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths/great bodily injuries.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the Norman Police Department would control the investigation if the suspect’s crime occurred in Norman.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

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305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS
The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death/great bodily injury involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION
Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death/great bodily injury.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES
Upon arrival at the scene of an officer-involved shooting or death/great bodily injury, the first uninvolved NPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES
Upon arrival at the scene, the first uninvolved NPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

    1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

(b) If necessary, the supervisor may administratively order any NPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

    (a) Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident

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scene, identity of known or potential witnesses and any other pertinent information.

(b) The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Watch Commander and Communications Division. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional NPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved NPD officer should be given an administrative order not to discuss the incident with other involved officers or NPD members pending further direction from a supervisor.

2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

305.5.3 WATCH COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death/great bodily injury, the Watch Commander shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police or a Bureau Commander.

All outside inquiries about the incident shall be directed to the Watch Commander.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Investigations Division Commander
- Peer Support personnel
- Outside agency investigators (if appropriate)
- Internal Affairs Unit
- Civil liability response team (if available)
- Chaplain
- Medical Examiner (if necessary)
- Involved officer's agency representative (if requested)
- Public Information Officer

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305.5.5 INVOLVED OFFICERS
The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.

1. Involved NPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.

2. Requests from involved non-NPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with bargaining agent representatives will be privileged only as to the discussion of non-criminal information.

(d) A licensed psychotherapist shall be provided by the Department to each involved NPD officer. A licensed psychotherapist may also be provided to any other affected NPD members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged.

2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.

3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Any communication made by a participant or counselor in a peer support counseling session conducted by any Norman Police Department-approved provider and any oral or written information conveyed in the peer support counseling session is confidential and may not be disclosed by any person participating in the peer support counseling session except as authorized by law (12 O.S. § 2506.2).

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved NPD officer shall be given either reasonable paid administrative leave, or a temporary administrative assignment immediately following an officer-involved shooting or death. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

The Chief of Police, or his designee, will notify the District Attorney's Office as soon as practicable regarding the circumstances of any officer-involved shooting involving injury or death/great bodily injury. After conferring with the District Attorney, the Chief of Police, or his designee, will

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determine whether the Norman Police Department, or an outside agency will conduct the criminal investigation.

When appropriate, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the District Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) NPD supervisors and Internal Affairs Unit personnel should not participate directly in any voluntary interview of NPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer’s statement, he/she shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED NPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved NPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

Involved NPD officers shall not be required to generate police reports, written statements or Use of Force reports. Such reports shall be completed by assigned investigators, who should interview all involved officers as victims/witnesses.

Nothing in this section shall be construed to deprive an involved NPD officer of the right to consult with legal counsel.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death/great bodily injury may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

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(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death/great bodily injury, it shall be the responsibility of the designated Investigations Division supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with the District Attorney's Office and may be assigned to separately handle the investigation of any related crimes.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Investigations Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Bureau Commander.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death/great bodily injury, this department will conduct an internal administrative investigation of involved NPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Internal Affairs Unit and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws.

(a) Any officer involved in a shooting or death/great bodily injury may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

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(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.

1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.

2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.

3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.

4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

5. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.

6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.

7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

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305.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death/great bodily injury may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office, as appropriate.

305.10 DEBRIEFING

Following an officer-involved shooting or death/great bodily injury, the Norman Police Department should conduct both a critical incident stress debriefing and a tactical debriefing.

305.10.1 CRITICAL INCIDENT STRESS DEBRIEFING

A critical incident stress debriefing should occur as soon as practicable. The Peer Support Unit Commander is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., communications officers, civilian personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Internal Affairs Unit personnel.

305.10.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators.

305.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and the department representative responsible for each phase of the investigation. Releases will be

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available to the Watch Commander, Investigations Division Commander and Public Information Officer in the event of inquiries from the media.

No involved NPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Bureau Commander.

Department members receiving inquiries regarding officer-involved shootings or deaths/great bodily injuries occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.12 REPORTING

If the death of an individual occurs in the Norman Police Department jurisdiction and qualifies to be reported to the Oklahoma Office of the Chief Medical Examiner **at the time of death**, the Staff Services Bureau Bureau Commander will ensure that the Records Supervisor is provided with enough information to meet the reporting requirementsof 63 O.S. § 940.

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Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of a firearm that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

This policy meets statutory requirements requiring the adoption of a firearms policy pursuant to 11 O.S. § 34-107.

306.2 POLICY

The Norman Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Bureau Commander. This exclusion does not apply to the carrying of a single folding pocketknife, or a single fixed blade knife, that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock, Model 17 - 9mm. The following additional handguns are approved for on-duty use:

MAKE	MODEL	CALIBER
Glock	26	9mm

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington, 870P, 12 gauge. The following additional shotguns are approved for on-duty use:

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MAKE	MODEL	CALIBER
H&R	Pardner	20 ga.

When not deployed, the shotgun shall be properly secured in a locking weapons rack or inside of an approved carrying case in the in the trunk of the vehicle (or out of the public view where not practicable) with the chamber empty, magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer and the safety in the safe position.

306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the Smith and Wesson, M/P, AR-15, .223 caliber. The following additional patrol rifles are approved for on-duty use:

MAKE	MODEL	CALIBER

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured in a locking weapons rack or inside of an approved carrying case in the trunk of the vehicle (or out of the public view where not practicable) with the chamber empty, magazine loaded and inserted into the magazine well, the bolt forward with the dust cover closed, and the selector lever in the safe position.

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions (21 O.S. § 1289.23(A)):

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(a) The firearm shall be in good working order and on the department list of approved firearms.

(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the department list of approved firearms.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is governed by both the Oklahoma Self-Defense Act and as authorized by the Chief of Police.

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The Chief of Police may rescind his/her authorization should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their position as officers, will be required to meet the following guidelines (21 O.S. § 1289.23):

(a) While not wearing a department uniform, the member shall carry his/her official department badge, identification card/Commission Card and Council on Law Enforcement Education and Training (CLEET) Certification Card at all times.

(b) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

    (a) The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(c) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(d) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(e) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(f) The member will successfully qualify with the firearm prior to it being carried.

(g) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster.

(h) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(i) Members shall only carry department-authorized ammunition.

(j) When armed, officers shall carry their badges and Norman Police Department identification card/Commission Card under circumstances requiring possession of such identification.

306.3.7 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's annual firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

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306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm, that has been approved for department use, shall be done at his/her expense and must be approved by the Rangemaster.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a specifically authorized firearm, whether carried on- or off-duty, after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster.

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(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels or approved safe area.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location.

(f) Members shall not use any automatic firearm, heavy caliber rifle (excluding SWAT sniper rifles), gas or other type of chemical weapon/firearm, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms, stored at the Department, shall be secured in an appropriate equipment storage area. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in an appropriate equipment storage area.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil liability and recklessly permitting his/her own child to possess a firearm is prohibited (21 O.S. § 1273(B)).

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306.5.3 ALCOHOL AND DRUGS
Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment (21 O.S. § 1272.1).

306.6 FIREARMS TRAINING AND QUALIFICATIONS

Department members assigned to perform peace officer responsibilities shall demonstrate proficiency in the use of firearms prior to assignment to law enforcement responsibilities.

All members who carry a firearm while on-duty are required to successfully complete training quarterly. Preferably, quarterly training should not place a member out of service for more than one hour. Training may include, but is not limited to:

(a) Live fire exercises
(b) De-escalation
(c) Decision-making
(d) Simulator scenarios
(e) Simunitions training
(f) Firearms handling
(g) Malfunction drills
(h) Tactical reloading
(i) Policy review
(j) Legal updates
(k) Other training approved by the Rangemaster

In addition to quarterly training, all members will qualify at least annually with their duty, off-duty and secondary firearms. Training and qualifications must be on an approved range course and meet CLEET guidelines (OAC 390:27-1-1 et seq.; 70 O.S. § 3311(B)(14)).

All members who carry a firearm while on-duty are required to successfully requalify annually on the required range course. This requalification may substitute for one quarterly training. Requalification must be successfully completed in the presence of a CLEET-certified firearms instructor or line safety officer, or a certified firearms instructor approved by the Department (OAC 390:27-1-2).

Proof of successful firearms requalification shall be reported to CLEET pursuant to OAC 390:27-1-5.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION
Failure of officers to qualify with their duty sidearm during their scheduled qualification will result in:

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(a) The officer's immediate supervisor and/or the Watch Commander will be contacted.

(b) The officer will be placed on administrative assignment.

(c) The officer will be assigned to the Staff Services Division until they fire two qualifying scores.

The Personnel/Training Division Commander will ensure necessary remedial training for officers who fail to qualify during their scheduled period is provided and documented.

(a) Officers assigned to remedial firearms training will be allowed three re-fires for qualification per 10-hour day, for a maximum of 2 days.

(b) If the officer fails to qualify during the remedial firearms training, the information will be forwarded through the officer's chain of command for review.

Officers who do not qualify with their sidearm following remedial training may be terminated in accordance with Chapter 2 of Title 390 of the Oklahoma Administrative Code (OAC 390:27-1-6).

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Bureau Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

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306.7.2 INJURED ANIMALS
With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 WARNING AND OTHER SHOTS
Warning shots or shots fired for the purpose of summoning aid are prohibited

306.8 RANGEMASTER DUTIES
The following delineates the selection criteria and duties expected for the position of Rangemaster.

306.8.1 SELECTION CRITERIA
The Rangemaster should hold the rank of Master Police Officer or Sergeant. The Rangemaster is a lateral transfer (see Special Assignments, Lateral Transfers, and Promotions policy) and subject to the following minimum qualifications:

(a) Not on probation or suspension,

(b) Five years of continuous service with the Norman Police Department,

(c) Letter of recommendation from the applicant's immediate supervisor,

(d) Overall performance rating of "meets" or "exceeds" expectations on the two most recent evaluations,

(e) CLEET certified firearms instructor,

(f) Certified Glock, Model 17 - 9mm armorer,

(g) Capable of completing advanced armorer certifications in Glock, Model 17 - 9mm; Smith and Wesson, M/P, AR-15, .223; and Remington, 870P, 12 gauge,

(h) Capable of completing Simunition instructor certification, and

(i) Willing to accept a five year commitment in the position (excluding promotion).

306.8.2 RANGE DUTIES
The Rangemaster will ensure that the range remains operational and accessible to department members during hours established by the Personnel/Training Division Commander. The Rangemaster will maintain all range facilities and ensure that range related equipment is in proper working order and coordinate for repairs as necessary.

The Rangemaster, or their designee, is responsible for all firearm and/or control device training, qualification and/or certification including the following:

(a) All members attending firearm and/or control device training, qualification and/or certification will follow the directions of the Rangemaster or their designee,

(b) The Rangemaster, or their designee, shall maintain a roster of all members attending the training, qualification and/or certification and will submit the roster to the Personnel/ Training Division Commander after each training, qualification and/or certification day,

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(c) Failure of any member to sign in and out with the Rangemaster, or their designee, may result in non-participation or non-qualification.

306.8.3 FIREARMS AND CONTROL DEVICES

The Rangemaster will maintain familiarity with all firearms and control devices authorized for use by the department. The Rangemaster will ensure the accountability for all department-issued, or personally-owned duty firearms and control devices.

The Rangemaster, or their designee, will inspect all department-issued, or personally-owned duty firearms and control devices to verify proper operation. The Rangemaster, or their designee, has the authority to deem any department-issued, or personally-owned, duty firearm or control device unfit for service. Members are responsible for all repairs to his/her personally owned duty firearm or control device; it will not be returned to service until it has been inspected and approved by the Rangemaster or their designee.

306.8.4 TRAINING AND QUALIFICATION

The Rangemaster will ensure that each member has the opportunity to meet the minimum training, qualification and/or certification requirements for firearms and control devices and can demonstrate proficiency in the care, cleaning and safety of all authorized firearms and control devices. The Rangemaster, or their designee, in coordination with appropriate subject matter experts, will develop training and remedial training plans and programs for firearm and control device qualification and/or certification. The Rangemaster, in coordination with appropriate subject matter experts, will also evaluate all firearm and control device training at least annually for suitability.

306.8.5 RECORDS

The Rangemaster, or their designee, will document all firearm and control device training, qualification and/or certification and submit documentation to the Personnel/Training Division Commander. Documentation shall include:

(a) Each member's firearm and control device training, qualification and/or certification,

(b) The qualifications of each instructor who provides training, qualification and/or certification,

(c) A description of any training, qualification and/or certification provided on a form that has been approved by the department, and

(d) A roster that includes each member who completes the training, qualification and/or certification.

The Rangemaster will maintain records of all department-issued, or personally-owned, duty firearms and control devices assigned and/or authorized for use by the department to include:

(a) The individual make, model and serial number,

(b) Date purchased (where applicable),

(c) Dates and description of repairs and by whom,

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(d) Dates and type of maintenance and by whom, and

(e) Other records as directed by the Personnel/Training Division Commander.

306.8.6 PURCHASING

The Rangemaster is responsible for the purchase of targets, duty ammunition, practice ammunition, Simunition and other range supplies necessary for efficient range operations. Additionally, the Rangemaster is responsible for the purchase of individually assigned items including:

(a) Department-issued handguns, holsters and magazine pouches,

(b) Department-issued rifles and magazines,

(c) Hearing and eye protection,

(d) Handgun/rifle cleaning kit,

(e) Patrol bag,

(f) Department-issued conducted energy device, holster and cartridges,

(g) Department-issued baton and holder,

(h) Department-issued OC spray and holder,

(i) Other department-issued control devices identified by the Personnel/Training Division Commander.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Norman Police Department identification card/Commission Card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Norman Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Norman Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail

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his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Norman Police Department identification card/ Commission Card whenever carrying such firearm.

(b) The officer may not be the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active peace officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Vehicle Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public and fleeing suspects.

Members of the Norman Police Department will not pursue traffic infractions and should consider the factors listed under the ***When to Initiate a Pursuit*** section of this policy before engaging in a pursuit. Exceptions to these circumstances may exist when the suspect's behavior prior to engaging in a pursuit presents a significant danger to the public.

This policy meets statutory requirements requiring the adoption of a pursuit driving policy pursuant to 11 O.S. § 34-107.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Ramming - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect's vehicle.

Tactical Vehicle Intervention (TVI)/Pursuit Intervention Technique (PIT) - A maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles.

Tire deflation device - A device designed to puncture the tires of the pursued vehicle.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

Vehicle pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer's emergency signal to stop.

307.2 POLICY

It is the policy of this department to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

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307.3 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law.

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (47 O.S. § 11-106):

(a) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

(d) Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

307.3.1 WHEN TO INITIATE A PURSUIT

Officers may initiate a pursuit, in accordance with the restrictions identified in this policy, when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.

(d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and communications officer/ supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(e) Whether weather, traffic and road conditions unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.

(f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

(g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.

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(h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) The availability of other resources, such as air support assistance.

(l) Whether the pursuing vehicle is carrying passengers other than on-duty police officers. **NOTE:** Pursuits should not be undertaken with an arrestee in the pursuit vehicle.

307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit. Officers are not authorized to re-initiate a pursuit without the authority of a supervisor.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile.

(b) The pursued vehicle's location is no longer definitely known.

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.

(e) Hazards posed to uninvolved bystanders or motorists.

(f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(h) Extended pursuits of violators for misdemeanors are discouraged.

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307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable.

Vehicle pursuits should be limited to four police department emergency vehicles (three pursuit vehicles and the supervisor vehicle). However, the number of vehicles involved will vary with the circumstances.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location.

307.4.1 MOTORCYCLES

When involved in a pursuit, police department motorcycles should be replaced by marked emergency vehicles as soon as practicable.

307.4.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

307.4.3 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.

The primary pursuing officer should notify the communications officer, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including, but not limited to:

(a) The location, direction of travel and estimated speed of the suspect's vehicle.

(b) The description of the suspect's vehicle including the license plate number, if known.

(c) The reason for the pursuit.

(d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.

(e) The number of occupants and identity or description.

(f) The weather, road and traffic conditions.

(g) The need for any additional resources or equipment.

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(h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

307.4.4 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

(a) Immediately notifying the communications officer of his/her entry into the pursuit.

(b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.

(c) Broadcasting information that the primary pursuing officer is unable to provide.

(d) Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.

(e) Identifying the need for additional resources or equipment as appropriate.

(f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

307.5 PURSUIT DRIVING

The pursuing officers should use appropriate driving tactics as currently taught by the Norman Police Department while also exercising due regard for the safety of the motoring public, themselves, and the offender. Because intersections can present increased risks, the following tactics should be considered:

(a) Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.

(b) Pursuing officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.

(c) Officers should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered.

1. Request assistance from available air support.
2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
3. Request other officers to observe exits available to the suspect.

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(d) Notify the Oklahoma Highway Patrol (OHP) or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

307.5.1 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

The air support crew should coordinate the activities of resources on the ground, report progress of the pursuit, and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If officers on the ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

307.5.2 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police department vehicle.

Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road. The primary pursuit vehicle, secondary pursuit vehicles and supervisor vehcile should be the only vehicles operating in an emergency manner (code 3) unless other officers are assigned to the pursuit.

Officers not directly involved may proceed in an emergency manner (code 3), with supervisor approval, to deploy stop-sticks.

The primary pursuit vehicle, secondary pursuit vehicle and supervisor vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

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307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying involved officers and the communications officer of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring that the Watch Commander is notified of the pursuit, as soon as practicable.

(i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.

(j) Controlling and managing Norman Police Department officers when a pursuit enters another jurisdiction.

(k) Preparing a post-pursuit review and documentation of the pursuit as required.

307.6.1 WATCH COMMANDER RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Watch Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Watch Commander shall review all pertinent reports for content and forward them to the Bureau Commander.

307.7 COMMUNICATIONS DIVISION

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications officer. If the pursuit leaves the jurisdiction of this department or such is imminent, involved officers should,

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whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

307.7.1 RESPONSIBILITIES
Upon notification or becoming aware that a pursuit has been initiated, the communications officer is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Watch Commander as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

307.8 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.9 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

307.9.1 PURSUITS EXTENDING INTO THIS JURISDICTION
The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor.

When a request is made for this department to assist in a pursuit that has entered the jurisdiction of the Norman Police Department, the supervisor should consider:

(a) The public’s safety within this jurisdiction.

(b) The safety of the pursuing officers.

(c) Whether the circumstances are serious enough to continue the pursuit.

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(d) Whether there is adequate staffing to continue the pursuit.

(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by officers of this department will conclude at the City limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

307.10 PURSUIT INTERVENTION

Pursuit intervention is an attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the TVI, ramming or roadblock procedures.

307.10.1 WHEN USE IS AUTHORIZED

Whenever practicable, an officer shall notify a supervisor, and other involved officers, before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

307.10.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.10.3 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

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(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained officers and after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or others.
2. All other reasonable intervention tactics have failed or reasonably appear ineffective.
3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.
4. Only law enforcement vehicles should be used in this tactic.

(b) The TVI/PIT is limited to use by properly trained officers upon assessment of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.

(d) Boxing-in a suspect vehicle should only be attempted upon approval by a supervisor. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle. Officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(e) Tire deflation devices should be deployed only after notification of pursuing officers and the supervisor of the intent and location of the intended deployment, and in a manner that:

1. Should reasonably only affect the pursued vehicle.
2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.

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3. Takes into account the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle.
4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public.

307.11 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

307.12 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

(a) The primary pursuing officer shall complete appropriate crime/arrest reports.

(b) The primary pursuing officer or supervisor shall complete the appropriate pursuit report.

(c) After first obtaining the available information, the involved, or if unavailable, on-duty field supervisor shall promptly complete a report in the Professional Standards Reporting System, briefly summarizing the pursuit to the Chief of Police or the authorized designee. This log or memorandum should include, at a minimum:

1. Date and time of the pursuit.
2. Initial reason and circumstances surrounding the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.

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5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.
   (a) Any use of force shall be reported and documented in compliance with the Use of Force Policy.
7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of supervisor at the scene or who handled the incident.
11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

(d) After receiving copies of reports, logs and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.

(e) Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

307.13 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

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Foot Pursuits

308.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

308.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

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(d) Thermal imaging or other sensing technology.

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

308.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspects should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the communications officer or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

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(l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect's location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

308.5 RESPONSIBILITIES IN FOOT PURSUITS

308.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the communications officer of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and

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will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

308.5.2 ASSISTING OFFICER RESPONSIBILITIES
Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize nonessential radio traffic to permit the involved officers maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES
Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

308.5.4 COMMUNICATIONS DIVISION RESPONSIBILITIES
Upon notification or becoming aware that a foot pursuit is in progress, the communications officer is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Watch Commander as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

308.6 REPORTING REQUIREMENTS
The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

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(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

(k) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

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Officer Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (47 O.S. § 1-103; 47 O.S. § 11-106; 47 O.S. § 12-218; 47 O.S. § 12-401).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to:

(a) When in pursuit or apprehending a violator or suspected violator.

(b) When responding to a reported emergency involving possible personal injury, death or significant property damage.

(c) When immediate assistance is requested by an officer or other law enforcement agency.

If an officer believes an emergency response to any call is appropriate, the officer shall immediately notify the communications officer.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying call sign

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- Location of the emergency situation
- Suspect information, including weapons
- Reason for the request and type of emergency
- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the communications officer.

309.5 SAFETY CONSIDERATIONS

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (47 O.S. § 11-106):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

309.5.1 NUMBER OF OFFICERS ASSIGNED

The number of officers assigned to respond to an emergency call or request for assistance should be limited to that which is reasonably necessary.

An emergency response involving more than one police vehicle should be coordinated to avoid any unanticipated intersecting of response routes. The Watch Commander or a field supervisormay make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.5.2 MOTORCYCLES

An officer operating a police motorcycle should not be assigned to an emergency response. However, an officer operating a police motorcycle may respond, when reasonably neccessary, to an emergency response or request for assistance.

309.5.3 DRIVING TACTICS

Officers must continually evaluate the nature of any imminent threat and/or assistance needed that requires an emergency response against the consequences of disregarding regulations controlling the movement of traffic and the safety of others. The tactical decisions an officer chooses while

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respondig to a call with an emergency response, and the inherent risks associated with those choices, cannot expose people and property to greater dangers than the emergency itself.

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles.

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Watch Commander, field supervisor or the communications officer of the equipment failure so that another officer may be assigned to the emergency response.

309.6.1 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT

Officers operating an authorized emergency vehicle without using audible and visual signals may exceed the maximum speed limits and disregard regulations governing turning in specified directions, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the suspect to:

1. Destroy or lose evidence of a suspected felony.
2. End a suspected continuing felony before the officer has obtained sufficient evidence to establish grounds for an arrest.
3. Evade apprehension or identification of the suspect or the vehicle of the suspect.

(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

309.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify the communications officer. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the communications officer of his/her determination. Any subsequent change in the appropriate response level should be communicated

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to the communications officer by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 COMMUNICATIONS DIVISION

When information reasonably indicates that the public is threatened with serious injury or death, or an officer requests emergency assistance and immediate law enforcement response is needed, the communications officer shall assign an emergency response and ensure acknowledgement and response of handling and assisting officers. In all other circumstances, the communications officer shall obtain authorization from the Watch Commander or a field supervisor prior to assigning an emergency response.

309.8.1 RESPONSIBILITIES

Upon notification or assignment of an emergency response, the communications officer is responsible for:

(a) Confirming the location from which the officer is responding or requesting assistance.

(b) Attempting to assign the closest available assisting officers to the location of the emergency call.

(c) Continuing to obtain and broadcast information as necessary concerning the response and monitoring the situation until it is stabilized or terminated.

(d) Notifying and coordinating allied emergency services (e.g., fire, emergency medical services).

(e) Notifying the Watch Commander as soon as practicable.

(f) Controlling all radio communications during the emergency and coordinating assistance under the direction of the Watch Commander or field supervisor.

309.9 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Watch Commander or the field supervisor shall verify that:

(a) The proper response has been initiated.

(b) No more than those officers reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

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When making the decision to authorize an emergency response, the Watch Commander or the field supervisor should consider:

- The type of call or crime involved.
- The type and circumstances of the request.
- The necessity of a timely response.
- Weather, traffic and road conditions.
- The location of the responding officers and the location of the incident.

309.9.1 SUPERVISOR RESPONSE

Supervisors should respond on scene to any incident that, in the supervisor's judgment, is appropriate due to the circumstances; when requested by an officer; and to events as detailed in specific policies, including but not limited to:

- Use of Force Policy
- Officer-Involved Shootings and Deaths Policy
- Vehicle Pursuits Policy
- Foot Pursuits Policy
- Missing Persons Policy
- Hazardous Material Response Policy
- Hostage and Barricade Incidents Policy
- Response to Bomb Calls Policy
- Crisis Intervention Incidents Policy
- First Amendment Assemblies Policy

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Canines

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community including but not limited to locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY

It is the policy of the Norman Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Operations Bureau to function primarily in assist or cover assignments. However, they may be assigned by the Watch Commander to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Watch Commander.

310.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Operations Bureau Bureau Commander or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

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310.5 REQUESTS FOR CANINE TEAMS

Operations Bureau Bureau members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Operations Bureau Bureau shall be reviewed by the Watch Commander.

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Watch Commander and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

310.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect 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.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

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Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect's known or perceived age.

(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other officers at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

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310.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

310.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Department canines that bite a person are exempt from a 10-day quarantine upon presentation of a record of immunization against rabies. When required by the Oklahoma State Department of Health, the canine coordinator shall ensure that a certification of animal health is obtained after examination by a licensed veterinarian at the end of 10 days (OAC 310:599-3-1).

310.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under

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conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags, and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

310.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

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At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

310.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

(a) An officer who has at least 2 years of service with the Norman Police Department and is currently off probation.

(b) Residing in an adequately fenced, single-family residence (minimum 5-foot high fence with locking gates).

(c) Living within the Norman City limits.

(d) Agreeing to be assigned to the position for a minimum of three years.

310.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Norman Police Department facility.

(d) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.

(e) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.

(f) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler’s home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(g) The canine should be permitted to socialize in the home with the handler’s family for short periods of time and under the direct supervision of the handler.

(h) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Watch Commander.

(i) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Watch Commander.

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(j) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the employment agreement (29 USC § 207).

310.10.1 COMPENSATION SCHEDULING

Canine handlers will have 3/4 hours of time scheduled during their normal duty day and 3/4 hours of overtime for each scheduled day off to allow for the care, feeding, and grooming of the canine.

Canine handlers must request approval from the canine coordinator or the Watch Commander if the canine handler is unable to provide for the care, feeding, and grooming of the canine during their normal duty day or scheduled day off.

Canine handlers will provide any other necessary care while on-duty unless otherwise approved by the canine coordinator or Watch Commander.

310.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Watch Commander as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler’s personnel file.

310.12 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current Council on Law Enforcement Education and Training (CLEET) or other state-recognized and approved certification standards. Canine teams trained exclusively for the detection of narcotics

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or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

A canine shall not be certified as both a drug dog and a bomb dog; once a dog is certified as either a drug dog or a bomb dog, that dog may not be certified in the other category (OAC 390:30-1-3; OAC 390:31-1-3; 70 O.S. § 3311(B)(9)).

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Watch Commander.

310.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to CLEET or other state-approved certification standards on an annual basis (70 O.S. § 3311(K); 70 O.S. § 3311(L)).

Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Norman Police Department canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.

(c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

310.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler’s and the canine’s training file.

310.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Norman Police Department may work with outside trainers with the applicable licenses or permits.

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310.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws and in compliance with applicable state requirements (21 USC § 823(f); OAC 475:10-1-4; 63 O.S. § 2-302).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Norman Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

310.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Forensic Services/Property Section or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

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310.12.7 EXPLOSIVE TRAINING AIDS

Officers may possess, transport, store or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; 63 O.S. § 123.8).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

(a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.

(b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.

(c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

(d) Only members of the canine team shall have access to the explosive training aids storage facility.

(e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.

(f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

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Domestic Abuse

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic abuse through vigorous enforcement and to address domestic abuse as a serious crime against society. The policy specifically addresses the commitment of the Norman Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic abuse.

This policy meets statutory requirements requiring the adoption of a domestic abuse policy pursuant to 11 O.S. § 34-107.

311.1.1 DEFINITIONS

Definitions related to this policy include (22 O.S. § 60.1):

Court order - All forms of orders related to domestic abuse, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Dating relationship – An intimate association, primarily characterized by affectionate or sexual involvement. This does not include a casual acquaintance or ordinary fraternization between persons in a business or social context.

Domestic abuse - Any act of physical harm or the threat of imminent physical harm that is committed by an adult, emancipated minor, or minor child 13 years of age or older against another adult, emancipated minor, or minor child who is currently or was previously an intimate partner or a family or household member. Domestic violence includes any form of domestic abuse.

Family or household members - Includes:

(a) Parents, including grandparents, stepparents, adoptive parents, and foster parents

(b) Children, including grandchildren, stepchildren, adopted children, and foster children

(c) Persons otherwise related by blood or marriage living in the same household

Intimate partner – Includes:

(a) Current or former spouses

(b) Persons who are or were in a dating relationship

(c) Persons who are biological parents of the same child, regardless of their marital status or whether they have lived together at any time

(d) Persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement

311.2 POLICY

The Norman Police Department's response to incidents of domestic abuse and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic abuse is criminal behavior. It is also the policy of this department to

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facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic abuse cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

311.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for domestic abuse investigations where the incident was in the presence of a minor child, involved strangulation or resulted in great bodily injury to ensure the following:

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with interview techniques specific to domestic abuse investigations.

(c) Present these cases to the prosecutor for review.

(d) Provide referrals to therapy services, victim advocates and support for the victim and family as appropriate.

(e) Participate in, or coordinate with, multidisciplinary investigative teams as appropriate.

311.5 INVESTIGATIONS AND REPORTING

The following guideline shall be followed by all officers when investigating domestic abuse cases:

(a) Calls of reported, threatened, imminent or ongoing domestic abuse and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigations Division in the event that the injuries later become visible.

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(f) In cases involving strangulation, or where the victim reports possible strangulation, officers should immediately request that paramedics be dispatched to the scene in order to screen the victim for possible internal injuries. Officers should encourage victims to cooperate with medical attention and seek follow-up.

(g) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(h) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(i) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

1. Investigating officers shall seize any weapon or instrument when there is probable cause to believe the weapon or instrument has been used to commit an act of domestic abuse when an arrest is made and the weapon or instrument can be lawfully seized as evidence (22 O.S. § 60.8).

(j) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(k) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Marital status of suspect and victim.
2. Whether the suspect lives on the premises with the victim.
3. Claims by the suspect that the victim provoked or perpetuated the abuse.
4. The potential financial or child custody consequences of arrest.
5. The physical or emotional state of either party.
6. Use of drugs or alcohol by either party.
7. Denial that the abuse occurred where evidence indicates otherwise.
8. A request by the victim not to arrest the suspect.
9. Location of the incident (public/private).
10. Speculation that the complainant may not follow through with the prosecution.
11. The racial, cultural or social identity, professional position or sexual orientation of the victim or suspect.

311.5.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

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(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim information regarding how to register for notification that the suspect has been released from jail via VINELink's network.

311.5.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.

2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).

(b) Document the resolution in a report.

311.6 VICTIM ASSISTANCE
Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected.

- Victims shall be provided with the department domestic abuse information handout, even if the incident may not rise to the level of a crime (21 O.S. § 142A-3). See Victim and Witness Assistance policy
- Victims should also be alerted to any available victim advocates, shelters and community resources.
- When an involved person requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time.
- If the victim has sustained injury or complains of pain, officers should seek medical assistance for the victim as soon as practicable.
- Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- If appropriate, officers shall seek or assist the victim in obtaining an emergency order (22 O.S. § 40.3; 22 O.S. § 60.16). See Victim and Witness Assistance policy
- Victims of domestic abuse shall not be discouraged from pressing charges (22 O.S. § 60.16). See Victim and Witness Assistance policy

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311.7 DISPATCH ASSISTANCE

All calls of domestic abuse, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Communications Officers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that communications officers check whether any of the involved persons are subject to the terms of a court order.

311.8 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic abuse cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

311.9 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

A copy of a court order is generally acceptable as proof that a court order is valid in this state (22 O.S. § 60.9).

311.10 STANDARDS FOR ARRESTS

Officers investigating a domestic abuse report should consider the following:

(a) Officers investigating an assault that qualifies as domestic abuse may make an arrest even if the assault was not committed in his/her presence if, based upon probable

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cause, an offense occurred within the last 72 hours and it caused the victim an observable injury or impairment (22 O.S. § 60.16).

1. Investigating officers shall consider the circumstances surrounding the incident, past history of abuse between the parties, statements of any children present in the residence, which party is the dominant aggressor and any other relevant factors in making these arrests (22 O.S. § 60.16).

(b) Investigating officers shall make an arrest when they have probable cause to believe a person with notice has violated an enforceable court order, whether or not the order was issued in Oklahoma. Persons arrested for a violation of a court order shall not be released but brought before a judge within 24 hours of arrest (22 O.S. § 60.9).

311.11 REPORTS AND RECORDS

Requirements for domestic abuse reports and records include:

(a) Investigating officers shall document each reported incident of domestic abuse. Documentation shall include (22 O.S. § 40.6):

(a) 1. The type of crime involved in the domestic abuse.

2. The date, time and day of the week the incident occurred.

3. Other information required by the Department.

(b) A lethality assessment form shall be completed in any incident of domestic abuse involving intimate partner violence and included in the report submitted by the investigating officer (21 O.S. § 142A-3). See Victim and Witness Assistance policy

(c) Investigating officers will immediately report any lethallity assessment that triggers an automatic referral for resources to the Women's Resource Center via the hotline and to the Watch Commander to determine whether further notifications are appropriate.

(d) The Records Supervisor shall complete a monthly report of domestic abuse incidents on forms provided by the Oklahoma State Bureau of Investigation (OSBI) and submit the report to the OSBI in accordance with 74 O.S. § 150.12B (22 O.S. § 40.6).

311.12 SERVICE OF COURT ORDERS

Officers shall assist specific victims, including domestic abuse victims, with petitions and service of court orders and lethality assessment forms (see the Victim and Witness Assistance Policy).

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Search and Seizure

312.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Norman Police Department personnel to consider when dealing with search and seizure issues.

This policy meets statutory requirements requiring the adoption of a search and seizure policy pursuant to 11 O.S. § 34-107.

312.2 POLICY

It is the policy of the Norman Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to:

- Valid consent.
- Incident to a lawful arrest.
- Legitimate community caretaking interests.
- Vehicle searches under certain circumstances.
- Exigent circumstances.

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

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Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

312.4 SEARCH PROTOCOL

Although conditions will vary, and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

(f) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION

Officers are responsible for documenting any search and ensuring that any required reports are sufficient including, at minimum, documentation of:

- Reason for the search.
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys).
- What, if any, injuries or damage occurred.
- All steps taken to secure property.
- The results of the search including a description of any property or contraband seized.
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer.

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Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met. Please see the Contacts and Temporary Detection and Custodial Searches policies.

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Child Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Norman Police Department members are required to notify the Department of Human Services (DHS) of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to DHS.

313.2 POLICY

The Norman Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DHS is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Norman Police Department shall notify DHS when there is reason to believe that a child is the victim of abuse or neglect (10A O.S. § 1-2-101).

For purposes of notification, abuse includes harm or threatened harm to the health, safety, or welfare of a child by a person responsible for the child's health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse, or sexual exploitation. Neglect includes abandonment; the failure or omission to provide adequate nourishment, medical care, or supervision; or the failure or omission to protect the child from illegal drugs, illegal activities, or sexual acts that are not age-appropriate (10A O.S. § 1-1-105). It also includes when a member has reasonable suspicion to believe that a child is a victim of human trafficking as defined by 21 O.S. § 748.

313.3.1 NOTIFICATION PROCEDURE

Notification shall occur immediately or as soon as practicable by calling DHS' child abuse and neglect hotline (10A O.S. § 1-2-101).

The following information should be reported:

(a) Name, address and whereabouts of the child, child's parents or the person responsible for the child's welfare

(b) Child's age

(c) Nature and extent of the abuse or neglect

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(d) Any other information that might be helpful in establishing the cause of the injuries and the identity of the person responsible for the abuse or neglect

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. When feasible, a joint investigation shall be conducted with DHS. These investigators should (10A O.S. § 1-9-102):

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable supporting the district attorney in meeting the requirements of the Oklahoma Commission on Children and Youth (OAC 135:10-25-2).

(g) Obtain copies of medical examinations, including notes, X-rays, photographs or any other medical records related to the alleged abuse or neglect (10A O.S. § 1-2-101; 10A O.S. § 1-2-105).

313.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

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(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DHS. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DHS (10A O.S. § 1-4-201).

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian (10A O.S. § 1-4-201):

(a) Upon an order from a court of proper jurisdiction.

(b) Without a court order if the officer has reasonable suspicion that :

1. The child is in need of immediate protection due to an imminent safety threat.
2. The circumstances or surroundings of the child are such that continuation in the child's home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the child.
3. When the child, including a child with a disability, is unable to communicate effectively about abuse, neglect, or another safety threat, or is in a vulnerable position due to the inability to communicate effectively, and the child is in need of immediate protection due to an imminent safety threat.

(c) Without a court order if the officer has reasonable suspicion that the child may be a victim of human trafficking and is in need of immediate protection (21 O.S. § 748.2).

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The officer shall ensure that the parent, legal guardian, or custodian of a child taken into temporary protective custody by the Department is provided with a proper written notice of the protective custody and of an emergency custody hearing as provided in 10A O.S. § 1-4-202.

When a child is taken into protective custody by the officer and an emergency placement is identified, the officer shall conduct a criminal history check, including a check for orders of protection, and outstanding warrants of each person residing in the household prior to placement. A criminal history check and fingerprint verification shall be performed when requested by DHS to assist in determining the suitability of an emergency placement home. The results of each person's criminal history and whether any orders of protection or outstanding warrants exist shall be reported verbally to DHS (10A O.S. § 1-7-115).

313.6.1 RELINQUISHMENT OF CHILD

A parent may voluntarily relinquish a child seven days of age or younger to an authorized member on-duty at the Norman Police Department under the terms of the Oklahoma Safe Haven law (10A O.S. § 1-2-109).

Upon receiving a child seven days of age or younger, the member may request, but not demand, any information the parent may be willing to share including the child or parents' medical history. If the parent wishes to remain anonymous, the request shall be honored. The surrendering parent should be provided written information, if available, related to parental rights, reunification with the child and sources of counseling.

The member shall protect the physical health and safety of the child, including requesting medical treatment if necessary. Notification to DHS shall be made immediately to assume custody of the child. The member should check to determine whether the child has been reported missing (10A O.S. § 1-2-109).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

Officers shall follow appropriate protocols and procedures for investigating and interviewing child victims (10A O.S. § 1-9-102).

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

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(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination for evidence collection, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

313.8.1 EMERGENCY MEDICAL CARE

When a child is taken into protective custody without a court order and requires emergency medical care for treatment related to suspected abuse or neglect and the parent or legal guardian is unavailable or unwilling to consent to the treatment recommended by a physician, the officer may authorize treatment as necessary to safeguard the health or life of the child. Prior to authorizing treatment based on the unavailability of the parent or guardian, the officer shall exercise diligence in locating the parent or guardian, if known (10A O.S. § 1-3-102).

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES

The Investigations Division supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

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(b) Activate any available interagency response when an officer notifies the Investigations Division supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigations Division supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS
Oklahoma requires or permits the following:

313.10.1 PROCESSING REPORTS AND RECORDS
The Department shall provide DHS with a copy of the report of any investigation resulting from a referral from DHS (10A O.S. § 1-2-102).

313.10.2 RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (10A O.S. § 1-6-102; 10A O.S. § 1-2-101).

313.11 TRAINING
The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

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(h) Following protocols and procedures established by the Child Abuse Training and Coordination Council (OAC 310:529-3-5).

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Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Norman Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Norman Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

Members of the Norman Police Department shall notify the Department of Human Services (DHS) when there is reasonable cause to believe that a vulnerable adult is suffering from abuse, neglect, or exploitation (43A O.S. § 10-104).

For purposes of notification, abuse is (43A O.S. § 10-103):

- Causing or permitting the infliction of physical pain, injury, sexual abuse, sexual exploitation, unreasonable restraint or confinement, mental anguish, or personal degradation.
- The deprivation of nutrition, clothing, shelter, health care, or other care or services without which serious physical or mental injury is likely to occur by either a caretaker or other person providing services to a vulnerable adult.

A vulnerable adult is an incapacitated person 18 years of age or older who, because of a physical or mental disability, incapacity, or other disability, is any of the following (43A O.S. § 10-103):

(a) Substantially impaired in the ability to provide adequate care or custody of himself/herself

(b) Unable to manage his/her property and financial affairs effectively

(c) Unable to meet the essential requirements for mental or physical health or safety

(d) Unable to protect him/herself from abuse, verbal abuse, neglect, or exploitation without assistance from others

314.3.1 NOTIFICATION PROCEDURE

Notification shall occur as soon as possible by contacting the local county DHS (43A O.S. § 10-104). Notification shall include (43A O.S. § 10-104):

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(a) The name and address of the vulnerable adult.

(b) The name and address of the caretaker, guardian or person having power of attorney over the vulnerable adult's resources, if any.

(c) A description of the current location.

(d) A description of the current condition of the vulnerable adult.

(e) A description of the abuse, neglect or exploitation of the vulnerable adult.

A written report shall be prepared when initial notification is made directly to the Norman Police Department and DHS shall be notified as soon as possible of the department's investigation.

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. When feasible, a joint investigation shall be conducted with DHS (43A O.S. § 10-105). These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review as follows (43A O.S. § 10-104):

  (a) If it is clear from the investigation that no abuse occurred, the investigator should note in the case file that the suspected adult abuse may be unfounded.

  (b) In cases of self-neglect, the investigator should only forward cases when it reasonably appears that there has been a similar investigation within the preceding six months.

(d) Coordinate with other enforcement agencies, social service agencies, and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians, and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name, and title of the person making the decision, and why other alternatives were not appropriate.

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(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Any other investigative information necessary for a joint investigation with DHS (43A O.S. § 10-105).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

314.6 EMERGENCY CUSTODY

When facts indicate a victim is not be able to care for him/herself, the officer shall contact DHS. Removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation (43A O.S. § 10-108).

Members of this department will take all reasonable actions immediately necessary to protect the victim. In the event that DHS is not reasonably available, the officer should petition the court for emergency custody in the same manner as DHS under 43A O.S. §10-108.

If a court grants emergency custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to DHS.

Whenever practicable, the officer should inform a supervisor of the circumstances where a court grants emergency custody. If prior notification is not practicable, officers should contact a supervisor promptly after the court grants emergency custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerouse environment (emergency custody) or restrain a person from contact with the adult.

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314.6.1 INVOLUNTARY PROTECTIVE SERVICES
An officer shall transport a vulnerable adult when presented with a court order by DHS authorizing involuntary protective services and directing law enforcement to transport the vulnerable adult for necessary care, treatment or residential placement (43A O.S. § 10-108).

An officer may forcibly enter the premises when authorized by the court order to gain access to the vulnerable person for transport to another location for the provision of involuntary protective services (43A O.S. § 10-108).

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS
An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:
    1. A reasonable belief that medical issues of the adult need to be addressed immediately.
    2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
    3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
(b) A court order or warrant has been issued.

314.7.3 ASSISTING DEPARTMENT OF HUMAN SERVICES INTERVIEWS
If DHS has obtained a court order permitting access to a person believed to be a vulnerable adult and forced entry is required, the DHS representative may force entry into the vulnerable adult's home or other place of residence. The assigned officer shall accompany the DHS representative but should not force the entry unless authorized by the court order (43A O.S. § 10-108).

314.8 MEDICAL EXAMINATIONS
When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

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In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Investigations Division supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigations Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigations Division supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

Oklahoma requires or permits the following:

314.10.1 RECORDS SECTION RESPONSIBILITIES

The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to the DHS as required by law.

(b) Retaining the original adult abuse report with the initial case file.

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314.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (43A O.S. § 10-110).

314.11 TRAINING

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

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Discriminatory Harassment

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.1.1 DISCRIMINATION AND WORKPLACE HARASSMENT

Specific guidance regarding discriminatory Harassment can be found in Articles 4 and 5 of the FOP CBA, Articles 3 and 4 of the AFSCME CBA, listed in Section 303 of the City of Norman Personnel Manual, and contained within the City of Norman Discrimination Based Workplace Harassment policy and Workplace Violence manual.

315.2 POLICY

The Norman Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the City of Norman may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

See attachment: Discriminatory Harassment Policy Acknowledgement.pdf

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Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

This policy meets statutory requirements requiring the adoption of a response to missing persons policy pursuant to 11 O.S. § 34-107.

316.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - Includes persons who:

(a) Are 13 years of age or younger.

(b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:

1. Out of the zone of safety for his/her chronological age and developmental stage.
2. Mentally or behaviorally disabled.
3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
4. Absent from home for more than 24 hours before being reported to law enforcement as missing.
5. In a life-threatening situation.
6. In the company of others who could endanger his/her welfare.
7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

(c) Qualify for a state AMBER Alert™.

Missing person - Any person who is reported to law enforcement as missing and unaccounted for from expected and normal activities (74 O.S. § 151.3).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and the Oklahoma Law Enforcement Telecommunications System (OLETS).

Missing child - Any individual less than 18 years of age whose whereabouts are unknown to such individual's legal custodian (34 U.S.C. § 11292).

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Runaway child - An unemancipated minor who is voluntarily absent from the home without a compelling reason, without the consent of a custodial parent or other custodial adult and without the parent or other custodial adult's knowledge as to the child's whereabouts (21 OS. § 856).

Throwaway child - An unemancipated minor whose custodial parent or other custodial adult makes no effort to recover them after running away, who has been abandoned or deserted, or who has been asked, told or forced to leave home with no alternate care arranged.

Unidentified person - Any person, living or deceased, who is unidentified after all available methods have been exhausted (74 O.S. § 151.3).

316.2 POLICY

The Norman Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Investigations Division Commander shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing child investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing child school notification form
- Medical records release form
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS

Any officerencountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those officer who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert an officer who can take the report.

A report should be accepted in all cases and regardless of where the person was last seen, where the person resides, or if there is any question of jurisdiction.

316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.

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(b) If the missing person is under 17 years of age, initiate an investigation immediately (10 O.S. § 1628).

(c) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

(d) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(e) Broadcast an alert if the person is under 17 years of age or there is evidence that the missing person is at risk. The alert should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 17 years of age or may be at risk.

(f) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is at risk.
2. Within two hours from the time of the initial report when the missing person is a child (34 U.S.C. § 41308).
3. In all other cases, as soon as practicable

(g) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(h) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.
2. Any documents that may assist in the investigation, such as court orders regarding custody.
3. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(i) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier or other means (e.g., CareTrak).

(j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

(k) Coordinate with Communications Division to notify the Oklahoma State Bureau of Investigation (OSBI) if there is reason to believe that a missing person, under 18 years of age and who was born in Oklahoma, may be the victim of a family abduction (74 O.S. § 150.12A).

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

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316.6.1 SUPERVISOR RESPONSIBILITIES
The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Section.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing person networks.

316.6.2 COMMUNICATIONS DIVISION RESPONSIBILITIES
The responsibilities of the receiving Communications Division member shall include, but are not limited to:

(a) Forwarding a copy of the report as soon as possible to the OSBI (74 O.S. § 150.12A). OSBI notification goes to "Attn: Terri Turner" via email at terri.turner@osbi.ok.gov .

(b) Coordinating with the NCIC Terminal Contractor for Oklahoma to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.7 INVESTIGATIONS DIVISION FOLLOW-UP
In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

(b) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and may also include a photograph.

2. The investigator should communicate with a School Resource Officer, the School Resource Officer supervisor, or school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information, if the school receives a call requesting the transfer of the missing child's files to another school.

(c) Should recontact the responsible party and/or other witnesses within 30 days of the initial report and within 30 days thereafter, while the case is active, to keep them informed, as appropriate, and to determine if any additional information has become available.

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(d) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(e) Shall verify and update OLETS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308) .

(f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days while the case is active.

(g) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(h) Should make appropriate inquiry with the Medical Examiner and obtain, and forward, medical and dental records, photos, X-rays and biological samples, as applicable.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the OSBI and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Shall make appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs). (74 O.S. § 151.3).

(k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

(l) Shall ensure all of the tasks listed in 74 O.S. § 151.3 have been initiated within 30 days.

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned officer/investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

The assigned officer/investigator shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to the OSBI (74 O.S. § 150.12A).

(b) The missing child’s school is notified (when applicable).

(c) Entries are made in the applicable missing person networks within 72 hours of location or discovery of the missing person (74 O.S. § 150.12A).

(d) When a person is at risk, the fact that the person has been found shall be reported within 24 hours (if less is not required) to the OSBI.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

(f) Notification shall be made to NamUs within 24 hours (74 O.S. § 151.3).

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316.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE

An Investigations Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) The case should be kept under active investigation for as long as there are viable leads to follow.

(c) The case can be made inactive if all investigative leads have been exhausted, and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING

Subject to available resources, the Investigations Division Commander should ensure that members of this department whose duties include missing person investigations and reports receive training that meets the requirements of the National Center for Missing and Exploited Children's Readiness Project which includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio/Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

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(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

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Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the appropriate alert system (e.g., Emergency Alert System (EAS)), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the Norman Police Department should notify their supervisors, Watch Commander or Investigations Division supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Bureau Commander, and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for:

(a) Updating alerts.

(b) Canceling alerts.

(c) Ensuring all appropriate reports are completed.

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Bureau Commander.

317.4 AMBER ALERTS™

AMBER Alerts™ are used to provide a statewide system for the rapid dissemination of information regarding abducted children.

317.4.1 CRITERIA

The following criteria are required to activate an AMBER Alert:

(a) The individual believed to be abducted is a child 17 years of age or younger or an individual with a proven mental or physical disability.

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(b) There is reason to believe the victim is in imminent danger of serious bodily injury or death.

(c) There is information available to disseminate to law enforcement agencies and the general public that could assist in the safe recovery of the victim and/or the apprehension of a suspect.

317.4.2 PROCEDURE

The following is the procedure for initiating an AMBER Alert:

(a) After receiving a report of a possible child abduction, the Department shall investigate to determine if the reported child abduction meets the requirements for an AMBER Alert.

(b) If a determination is made that an abduction meeting the qualifications for an AMBER Alert has occurred, the designated reporting officer shall notify the Department of Public Safety (DPS) by completing the AMBER activation form on the Oklahoma Law Enforcement Telecommunications System (OLETS).

(c) The designated reporting officer is responsible for ensuring that updates and cancellations concerning the AMBER Alert are disseminated to all law enforcement agencies through OLETS.

317.5 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing senior citizen 60 years of age or older who is believed to be suffering from dementia or other cognitive impairment (63 O.S. § 1-1990.2).

317.5.1 CRITERIA

The following criteria are required to activate a Silver Alert (63 O.S. § 1-1990.4; 63 O.S. § 1-1990.5):

(a) Verification that at the time the senior citizen is reported missing:

1. The person is 60 years of age or older.
2. The location of the senior citizen is unknown.
3. The senior citizen has dementia or other cognitive impairment.

(b) Determination that the person's disappearance poses a credible risk to his/her health and safety.

(c) Determination that, although the missing person does not meet the age requirements of a Silver Alert, his/her safety would be best protected by the issuance of a Silver Alert.

317.5.2 PROCEDURE

The following is the procedure for initiating a Silver Alert (63 O.S. § 1-1990.5; 63 O.S. § 1-1990.6):

(a) Require the family or legal guardian of the missing senior citizen to provide documentation of the impaired mental condition of the senior citizen.

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(b) Determine identifying information about the missing senior citizen and any other information that might be useful to the general public in the safe recovery of the missing senior citizen.

(c) Immediately report the issuance of a Silver Alert through the National Crime Information Center (NCIC).

(d) Include the following in the Silver Alert:

1. All appropriate information that that may lead to the safe recovery of the missing senior citizen
2. A statement instructing any person with information related to the missing senior citizen to contact a local law enforcement agency

The Department shall terminate a Silver Alert not later than the earlier of the date on which (63 O.S. § 1-1990.7):

- The missing senior citizen is located or the situation is otherwise resolved.
- The DPS notification period ends.

Any department member who locates a missing senior citizen who is the subject of a Silver Alert shall immediately notify the DPS.

317.6 BLUE ALERTS

The statewide blue alert system is intended to rapidly disseminate information that may be useful for the apprehension of a suspect who has killed or seriously injured a law enforcement officer (47 O.S. § 2-316).

317.6.1 CRITERIA

The criteria for the issuance of a Blue Alert includes (47 O.S. § 2-316):

- A law enforcement officer has been killed or seriously injured.
- There is information identifying an individual as a suspect connected to the incident that includes suspect's name, a detailed suspect description or a reasonably detailed suspect vehicle description.
- The suspect poses a serious risk or threat to the public and other law enforcement members.

317.6.2 PROCEDURE

Blue alerts may be initiated through the protocols of the Oklahoma Department of Public Safety upon the recommendation of the Norman Police Department (47 O.S. § 2-316).

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Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Norman Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Norman Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Norman Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

In situations where a liaison is not appointed or is unavailable, victims and witnesses should be directed to an Investigations Division supervisor for information about the status of a case, to report additional information, or to understand the subsequent steps in the processing of a case.

318.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts (21 O.S. § 142A-2; 21 O.S. § 142A-3).

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources (21 O.S. § 142A-2; 21 O.S. § 142A-3).

318.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

It shall be the duty of the officer who interviews the victim of a **violent crime**, or a family member who receives death notification in the case of a **homicide**, to notify that person, in writing, of their rights as provided in statute (21 O.S. § 142A-3.A).

It shall be the duty of the officer who interviews the victim of **domestic abuse** to notify that person, in writing, of the twenty-four-hour statewide telephone communication service established by the Office of the Attorney General pursuant to Section 18p-5 of Title 74 of the Oklahoma Statutes, and a written statement of their rights as provided in statute (21 O.S. § 142A-3.B).

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It shall be the duty of the officer who interviews the victim of **rape** or **forcible sodomy** to notify that person, in writing, of the twenty-four-hour statewide telephone communication service established by the Office of the Attorney General pursuant to Section 18p-5 of Title 74 of the Oklahoma Statutes, and a written statement of their rights as provided in statute. (42 U.S.C. § 3796gg; 21 O.S. § 142A-3.C)

It shall be the duty of the officer who interviews the victim of **domestic violence involving intimate partner violence**, to assess the potential for danger by asking a series of questions provided on a lethality assessment form as provided in statute (21 O.S. § 142A-3.D). See Domestic Abuse Policy

318.4.2 ORDER OF PROTECTION FOR SPECIFIC VICTIMS

Investigating officers shall provide the victim of domestic abuse, stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping, or assault and battery with a deadly weapon, or an immediate family member of a first-degree murder victim with the appropriate handout containing a petition for an emergency temporary order of protection and, if necessary, assist the victim or family member in completing the petition form (22 O.S. § 40.3; 22 O.S. § 60.16).

If the court is closed and a petition is desired and completed, the investigating officer shall as soon as practicable notify a judge by phone and describe the circumstances. The officer shall then tell the victim whether the judge has approved or disapproved the order. If approved, the officer shall (22 O.S. § 40.3; 22 O.S. § 60.16):

(a) Provide the victim or a responsible adult if the victim is a minor child or an incompetent person, or an immediate family member of a first-degree murder victim, with a copy of the petition and a written statement signed by the officer attesting that the judge has approved the order.

(b) Notify the person subject to an approved order of the issuance and conditions of the order, if known, and provide him/her a copy of the petition and the statement of the officer attesting to the order of the judge.

(c) File the petition and supporting statements with the court when it is first open for business.

318.5 VICTIM INFORMATION

The Staff Services Bureau Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic abuse and sexual assault victims.

(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

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(d) A clear explanation of relevant court orders and how they can be obtained.

(a) A petition for an emergency temporary order of protection shall be included in the handout (22 O.S. § 40.3; 22 O.S. § 60.16).

(e) Information regarding available compensation for qualifying victims of crime.

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) A place for the officer's name, badge number and any applicable case or incident number.

(j) Explanation of the address confidentiality program and how it can be initiated (22 O.S. § 60.14).

(k) The 24-hour Oklahoma Safeline telephone number for victims of rape, forcible sodomy, or domestic abuse (21 O.S. § 142A-3).

(l) The human trafficking emergency hotline and rights specific to victims of human trafficking (21 O.S. § 748.2).

(m) Rights specific to victims of domestic abuse and rights specific to victims of rape and forcible sodomy set forth in 21 O.S. § 142A-3.

(n) The constitutional and statutory rights of victims (21 O.S. § 142A-2).

318.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

318.7 POST-INVESTIGATION VICTIM AND WITNESS ASSISTANCE

The Department will ensure victim and witness assistance services are provided during any follow-up investigation, including, but not limited to:

(a) Complying with the provisions of state crime victims' compensation statutes.

(b) Complying with all statutory provisions with respect to victims of sex offenses.

(c) Explaining to a victim and/or witness the procedures involved in their case and their role in those procedures unless detrimental to the prosecution of the case.

(d) Conducting follow-up investigative steps such as scheduling lineups, interviews and other required appearances.

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(e) Returning victim and witness property when permitted by law or rules of evidence in accordance with the Forensic Services/Property Section Policy.

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Hate Crimes

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on the actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity or disability of the victim.

319.2 POLICY

The Norman Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.

(b) Providing victim assistance and community follow-up or identifying available resources to do so.

(c) Educating community and civic groups about hate crime laws.

319.4 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.

(e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

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(f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked “Hate Crime.”

(i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (emergency temporary order of protection) through the courts or City Attorney.

319.4.1 INVESTIGATIONS DIVISION RESPONSIBILITIES

If a hate crime case is assigned to the Investigations Division, the assigned investigator will be responsible for:

(a) Coordinating further investigation with the City Attorney and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

(c) Maintaining statistical data and tracking of suspected hate crimes, as indicated or required by state law.

319.4.2 REPORTING HATE CRIMES

The Records Supervisor shall maintain a standard system for the collection and reporting of hate crime data and ensure that all reports of hate crimes are reported pursuant to 21 O. S. § 850.

319.5 TRAINING

All members of this department should receive training on hate crime recognition and investigation.

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Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Norman Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

This policy meets statutory requirements requiring the adoption of a professional conduct of officers policy pursuant to 11 OS § 34-107.

320.2 POLICY

The continued employment or appointment of every member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the

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opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

320.3.2 SUPERVISOR RESPONSIBILITIES
Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS
Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Oklahoma Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.4.1 DISCIPLINARY PROCESS
When initiated, discipline should incorporate training and counseling as corrective actions and follow adopted standards for progressive discipline.

320.5 CAUSES FOR DISCIPLINE
The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

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320.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations (See attachment: Bulletin 18-05 Medical Marijuana.pdf and Medical Marijuana Update.pdf).

320.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Norman Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

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(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of, such criminal activities, except as specifically directed and authorized by this department.

320.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Norman Police Department badge, uniform, identification card/Commission Card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

320.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

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(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address, home contact telephone numbers or marital status.

320.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while on-duty or while in uniform or while using any department equipment or system.
3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while on-duty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the employment agreement or contract or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the employment agreement or contract or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

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320.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in an enforcement action from another law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any employment agreement or contract, including fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

320.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling including loading or unloading firearms in an unsafe manner, either on- or off-duty.

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(e) Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

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Information Technology Use

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Norman Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

321.2 POLICY

It is the policy of the Norman Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

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However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

321.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

321.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

321.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

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321.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

321.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned computers that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

321.5.1 DISCLOSURE OF BREACH OF SECURITY OF COMPUTERIZED PERSONAL INFORMATION

Any breach of computerized data owned or maintained by the Department shall be disclosed to any resident of Oklahoma whose unencrypted personal information is reasonably believed to have been acquired by an unauthorized person (74 O.S. § 3113.1).

The disclosure shall be made in the most expedient time possible and without unreasonable delay unless this department or another law enforcement agency determines that the notification would impede a criminal investigation.

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321.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

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Department Use of Social Media

322.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

322.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

322.2 POLICY

The Norman Police Department will use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

Additional guidance regarding on-the-job use of social media can be found in the City of Norman Personnel Manual. (Policy 313)

322.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

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322.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and that conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

322.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

322.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Norman Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

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322.5.1 PUBLIC POSTING PROHIBITED
Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

322.6 MONITORING CONTENT
The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

322.7 RETENTION OF RECORDS
The Staff Services Bureau Bureau Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

322.8 TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

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Report Preparation

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY

It is the policy of the Norman Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

See attachment: Template - Case Narrative (June 2016).rtf

See attachment: Template - Supplement Narrative (08-2016).rtf

323.4.1 HANDWRITTEN OR TYPED REPORTS

County, state and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

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In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

323.4.2 ELECTRONIC SIGNATURES

The Norman Police Department has established an electronic signature procedure for use by all members of the Norman Police Department. The Operations Bureau Bureau Commander shall be responsible for maintaining the electronic signature system, ensuring that each member creates a unique, confidential password for his/her electronic signature (12A O.S. § 15-101 et seq.):

(a) Members may only use their electronic signatures for official reports or other official communications.

(b) Each member shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

323.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

323.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests.

(b) All felony crimes.

(c) Non-felony criminal incidents involving threats or stalking behavior.

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Abuse Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report.

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Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., a Field Interview Card).

323.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

(a) Any found property or found evidence.

(b) All protective custody and welfare detentions.

(c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).

(d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.

(e) Suspicious incidents that may place the public or others at risk.

(f) Any use of force by members of this department against any person (see the Use of Force Policy).

(g) Any firearm discharge (see the Firearms Policy).

(h) Any time a member points a firearm at any person.

(i) Any traffic collisions above the minimum reporting level (see the Traffic Collisions Policy).

(j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose.

(b) There is an attempted suicide.

(c) The injury is major or serious, and potentially fatal.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

323.5.4 DEATHS

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period preceding death)

(b) Sudden, accidental or suspicious deaths

(c) Suicides

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(d) Homicide or suspected homicide

(e) Found dead bodies or body parts

323.5.5 CITY PERSONNEL OR PROPERTY
Incidents involving City personnel or property shall require a report when:

(a) An injury occurs as the result of an act of a City employee or on City property.

(b) There is damage to City property or equipment.

323.6 ALTERNATIVE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or other self-completed reporting processes include:

(a) Lost property.

(b) Thefts of property valued under $1,000, other than firearms or materials threatening to public safety, when there is no suspect information or serial number or ability to trace the item.

(c) Vandalism in which the damage is under $2,500 with no suspect information and no hate crime implications.

(d) Vehicle burglaries with no suspect information or evidence.

(e) Stolen vehicle attempts with no suspect information or evidence.

(f) Annoying telephone calls with no suspect information.

(g) Identity theft without an identifiable suspect.

(h) Online or email fraud without a known or an identifiable suspect.

(i) Hit-and-run vehicle collisions with no suspect or suspect vehicle.

(j) Supplemental property lists when there is no new suspect information or serial numbers or ability to trace the added items.

(k) Credit/Debit card fraud where there is no evidence.

(l) Harassing/Threatening/Obscene phone calls, text messages, or any social media posts with no protective order in place.

Members at the scene of one of the above incidents should not refer the reporting party to any alternative means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., the Federal Communications Commission (FCC) website for identity theft; the Internet Crime Complaint Center (IC3) website for computer crimes).

323.7 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a correction form stating the reasons for rejection.

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The original report and the correction form should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

323.7.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

323.7.2 ACCESS CONTROL

The Watch Commander is ultimately responsible for ensuring that the initial report for the following incidents is locked to prevent unauthorized access.

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification).
- In-custody deaths (including those where the subject has been resuscitated and is in a medical facility).
- Homicides or suspicious deaths.
- Any death, or serious bodily injury, to an officer or citizen, related to law enforcement activity.
- Crimes of unusual violence or circumstances (e.g., hostages, barricaded persons, suspected IEDs or WMDs, etc.).
- Significant injury or death to a member of the Department, whether on- or off-duty, or death to a member's immediate family.
- Death of a City of Norman employee or prominent Norman official or citizen.
- Arrest of a member of the Department, a City of Norman employee, or a prominent Norman official or citizen.

Supervisors that know of reports needing to be locked shall notify the Watch Commander as soon as practicable. The Chief of Police, Bureau Commanders, Division Commanders, Investigations Division supervisors, Internal Affairs Unit investigators, and assigned system administrators shall have the capability to lock reports.

Additionally, the Watch Commander is responsible for ensuring that any available audio/video recordings in the above incidents are identified, collected, uploaded to the appropriate storage system and locked to prevent unauthorized access. The Chief of Police, Bureau Commanders, Internal Affairs Unit investigators, and assigned system administrators shall have the capability to lock audio/video recordings. (see the Mobile Audio/Video and Portable Audio/Video Records policies)

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Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official department information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 POLICY

It is the policy of the Norman Police Department to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

324.3 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Bureau Commanders, Watch Commanders and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

324.4 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of department members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

324.5 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized

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representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comment to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police. Under these circumstances the member should direct the media to the agency handling the incident.

324.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

(a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.

(c) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express written consent of the person in custody.

(d) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

324.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

324.6.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower.

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If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

324.7 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

Restricted information includes, but is not limited to:

(a) Identifying information pertaining to a juvenile arrestee, victim or witness without prior approval of a competent court or as otherwise allowed by law.

(b) Information concerning incidents involving persons whose identities are classified as private or confidential under state law (i.e., sex crime victims).

(c) Identifying information concerning deceased individuals.

1. Information may be released upon verification of the decedent's identity when notification has been made to the decedent's family, and the release is approved by a supervisor.

(d) Information contained in the personnel record of any member, unless otherwise specifically allowed by law.

(e) Criminal history information.

(f) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(g) Information pertaining to pending litigation involving this department.

(h) Information obtained in confidence.

(i) Any information that is otherwise privileged or restricted under state or federal law.

324.7.1 EMPLOYEE INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media upon the consent of the involved officer or upon a formal request filed.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

All such requests must be processed in accordance with the Records Maintenance and Release Policy. Requests should be reviewed and fulfilled by the Custodian of Records, or if unavailable, the Watch Commander or the authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws (e.g., Oklahoma Open Records Act) (51 O.S. § 24A.1 et seq.).

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324.8 RELEASE OF INFORMATION

The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

324.8.1 INFORMATION LOG

The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. The log entries shall be made available to media representatives.

The daily information log will generally include:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

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Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Norman Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

Norman Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.2.1 IMPLIED CONSENT HEARINGS

Members shall honor notices of Implied Consent Hearings in the same manner as court subpoenas.

325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Norman Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Norman Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

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325.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL

Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members shall dress in the department uniform or business attire.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

325.7 COURT AND JURY COMPENSATION

Members who are required to appear in court to serve as a witness or juror will be compensated in accordance with the current employment agreement.

325.7.1 ACCEPTING FEES

Any member who appears in a civil suit while off-duty, on vacation or compensatory time, may retain all fees received for such.

Any member who receives a fee or reward for his/her involvement in apprehending an AWOL soldier, for assistance rendered to other agencies, or for services provided through approved part-time employment while off-duty is entitled to retain such fees.

Any member who receives a fee or reward while on-duty shall turn such fees in to the Chief of Police. The Chief of Police wil lissue a receipt for the fees to the member and turn the fees in to the City Clerk.

325.8 CIVIL PROCESS SERVICE

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325.8.1 SHERIFF'S OFFICE

The Cleveland County Sheriff's Office serves, and carry's out, orders issued by the courts. These orders include, but are not limited to, protection orders, eviction and small claims notices, writs of assistance, executions for sale, and other civil summons and subpoenas.

325.8.2 SERVICE OF PROTECTIVE ORDERS

A copy of a petition for a protective order, notice of hearing and a copy of any emergency ex parte order issued by the court shall be served upon the defendant in the same manner as a bench warrant. (22 O.S. § 60.4)

(a) If the service is to be in another county, the court clerk may issue service to the sheriff by facsimile or other electronic transmission for service by the sheriff.

(b) Emergency ex parte protective orders may be served twenty-four hours a day when the location of the defendant is known. When service cannot be made upon the defendant by the sheriff, the sheriff may contact another law enforcement officer to serve the defendant.

(c) An emergency ex parte order, a petition for protective order, and a notice of hearing shall have statewide validity and may be transferred to any law enforcement jurisdiction to effect service upon the defendant.

(d) The return of service shall be submitted to the sheriff's office in the court where the petition, notice of hearing or order was issued.

(e) When the defendant is a minor child who is ordered removed from the residence of the victim, a copy of the petition, notice of hearing and a copy of any ex parte order issued by the court shall be delivered with the child to the caretaker of the place where such child is taken.

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Outside Agency Assistance

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

326.2 POLICY

It is the policy of the Norman Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

326.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a memorandum of understanding, specialized agreement or other established protocol may exist that eliminates the need for approval of individual requests (11 O.S. § 34-103; 19 O.S. § 547; 63 O.S. § 695.2 et seq.).

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

326.3.1 POWERS AND DUTIES

Peace officers serving in response to an emergency request shall have the same powers and duties as peace officers employed by the requesting law enforcement agency (11 O.S. § 34-103; 19 O.S. § 547.

326.3.2 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Norman Police Department shall notify his/her supervisor or the Watch Commander and Communications Division as soon

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as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

326.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

326.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Watch Commander.

326.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Staff Services Bureau Bureau Commander or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the equipment and supplies.
2. The members trained in the use of the equipment and supplies.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Communications Division and the Watch Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Personnel/Training Division Commander should maintain documentation that the appropriate members have received the required training.

326.7 REQUESTING NATIONAL GUARD ASSISTANCE

Any request for assistance from the Oklahoma National Guard or federal troops shall be made to the governor of the State of Oklahoma.

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Registered Offender Information

327.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Norman Police Department will address issues associated with certain offenders who are residing in the jurisdiction, and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders and violent offenders.

327.2 POLICY

It is the policy of the Norman Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

327.3 REGISTRATION

The Investigations Division Commander shall establish a process to reasonably accommodate registration of offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Oklahoma Department of Corrections (DOC) within three days in accordance with 57 O.S. § 584 and 57 O.S. § 595.

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

327.3.1 CONTENTS OF REGISTRATION

Members shall use forms approved by the DOC during the offender registration process and ensure that the required notices are provided and appropriately explained. Offenders shall be required to read and sign a form stating that their duty to register has been explained (57 O.S. § 583; 57 O.S. § 595).

A sex offense registrant shall be photographed if an existing DOC sex offender registry photograph is more than one year old or if it cannot be determined when the registry photograph was taken (57 O.S. § 584). A violent crime registrant should be photographed annually (57 O.S. § 595).

327.4 MONITORING OF REGISTERED OFFENDERS

The Investigations Division Commander should establish a system to verify that a registrant is in compliance with his/her registration requirements within 30 days of the initial registration and after any subsequent change of address or every seven days if unable to provide a mappable address with a zip code. (57 O.S. § 584) This verification may include any of the following:

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(a) Efforts to confirm residence using a consentual contact or another unobtrusive method,

(b) Review of information on the Oklahoma Sex Offender Registry and Violent Crime Offender Registry websites, the National Sex Offender Public Website, or other internet based search, or

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the DOC and initiate a criminal investigation for improper registration.

The Investigations Division Commander should also establish a procedure to routinely disseminate information regarding registered offenders to Norman Police Department members, including timely updates regarding new or relocated registrants.

327.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made (57 O.S. § 584; 57 O.S. § 596).

Members of the public requesting information on registrants should be directed to the Oklahoma Sex Offender Registry website, Violent Crime Offender Registry website or the Norman Police Department website (57 O.S. § 599.1).

The Records Supervisor shall release local registered offender information to residents in accordance with 57 O.S. § 584 and 57 O.S. § 595, and in compliance with an Oklahoma's Open Records Act request.

327.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

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327.5.2 DISSEMINATION

The Chief of Police may initiate public notification by any method deemed appropriate after a habitual or aggravated sex offender or a habitual violent crime offender has registered with the Norman Police Department (57 O.S. § 584; 57 O.S. § 595).

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Major Incident Notification

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Norman Police Department in determining when, how and to whom notification of major incidents should be made.

328.2 POLICY

The Norman Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

328.3 CRITERIA FOR NOTIFICATION

Critical incidents, and situations where the media show a strong interest, are also of interest to the Chief of Police, the affected Bureau Commander and the City.

The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive.

328.3.1 PRIORITY NOTIFICATIONS

In the event of an incident identified below, the Chief of Police, the affected Bureau Commander, and the Public Information Officer shall be notified through direct means at any time of the day or night. The Watch Commander is not required to personally make each notification, but they must ensure that the responsibility for acknowledged notification has been clearly passed on to the delgated employee.

Priority notification includes:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification).
- In-custody deaths (including those where the subject has been resuscitated and is in a medical facility).
- Homicides or suspicious deaths.
- Any death, or serious bodily injury, to an officer or citizen, related to law enforcement activity.
- Crimes of unusual violence or circumstances (e.g., hostages, barricaded persons, suspected IEDs or WMDs, etc.).
- Home invasions, robberies, domestic abuse, and sexual assaults where serious bodily injury was inflicted by the offender.
- Aircraft, train, boat, or other transportation collisions with major damage, injury, and/or death.
- Traffic collisions with fatalities or with severe injuries where death is probable.

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- Significant injury or death to a member of the Department, whether on- or off-duty, or death to a member's immediate family.
- Activation of SWAT, HDU, CIRT or an Investigations Division Major Case Team.
- Any situations where it is highly likely that the media will show a strong interest.

328.3.2 IMPORTANT NOTIFICATIONS

In the event of an incident identified below, the Chief of Police, the affected Bureau Commander, and the Public Information Officer shall be notified through indirect means at any time of the day or night. The notification may be accomplished through email, text, phone message or any other appropriate mechanism. The Watch Commander is not required to personally make each notification, but they must ensure that the responsibility for notification has been clearly passed on to the delegated employee.

Important notifications include:

- Death of a City of Norman employee or prominent Norman offical or citizen.
- Arrest of a member of the Department, a City of Norman employee, or a prominent Norman official or citizen.
- Home invasions, robberies, or sexual assault where there is no serious bodily injury.
- At-risk missing children or at-risk missing adults, including Amber and Silver Alerts.
- Equipment failures, utility failures, and incidents that may affect staffing or pose a threat to the delivery of basic police services.
- Incidents where sections of the roadway will be closed for extended periods of time (not including street closing permits).
- Any other incident that has attracted, or is likely to attract, significant media attention.

328.4 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander is ultimately responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable.

328.4.1 INVESTIGATOR NOTIFICATION

If the incident requires that an investigator respond, an on-duty or the on-call Investigations Division supervisor shall be notified, who will then contact the appropriate investigator.

328.4.2 SPECIAL TEAM/UNIT NOTIFICATION

In the event that a special team or unit is activated (e.g., SWAT, HDU, CIRT, etc.) , the appropriate team/unit commander shall be notified, who will then contact the appropriate personnel. The Commander will also notify the appropriate Bureau Commander as necessary.

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328.4.3 ANIMAL WELFARE NOTIFICATION

If an incident requires the notification of Animal Welfare personnel, an on-duty or the on-call Animal Welfare officer shall be notified who will then determine an appropriate response. See Animal Welfare policy

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Death Investigation

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

329.2 POLICY

It is the policy of the Norman Police Department to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, conducted and properly documented.

329.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Investigations Division Commander as necessary. The Watch Commander will make notification to command staff in accordance with the Major Incident Notification Policy.

329.3.1 REPORTING

All incidents involving a death shall be documented on the appropriate form.

329.3.2 MEDICAL EXAMINER REQUEST

Officers are not authorized to pronounce death unless they are also Medical Examiners, Deputy Medical Examiners or appointed Medical Examiner investigators. The Medical Examiner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Medical Examiner be notified in any of the following cases (63 O.S. § 938):

(a) Violent deaths, whether apparently homicidal, suicidal or accidental

(b) Deaths under suspicious, unusual or unnatural circumstances

(c) Deaths related to disease that might constitute a threat to public health

(d) Deaths unattended by a licensed physician for a fatal or potentially fatal illness

(e) Deaths that are medically unexpected and that occur in the course of a therapeutic procedure

(f) Deaths of any persons detained or occurring in custody of penal incarceration

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(g) Deaths of persons whose bodies are to be cremated, transported out of the state, donated to educational entities, to include limited portions of the body, or otherwise made ultimately unavailable for pathological study

329.3.3 SEARCHING DEAD BODIES

(a) The Medical Examiner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.

(b) The Medical Examiner may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

(c) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Medical Examiner or his/her assistant, the investigating officer should first obtain verbal consent from the Medical Examiner or his/her assistant when practicable.

(d) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Medical Examiner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

329.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Investigations Division Commander shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Watch Commander or a Investigations Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.

329.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this department who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information.

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329.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will request from the Medical Examiner a unique identifying number for the body. The number shall be included in any report.

329.4.1 IDENTIFYING MISSING OR PREVIOUSLY UNIDENTIFIED DEAD BODY

When a dead body previously reported missing has been found or when a previously reported unidentified dead body has been identified, the Department shall report to the National Missing and Unidentified Persons System (NamUs) within 24 hours that the person has been found and that the case can be archived within NamUs (74 O.S. § 151.3).

329.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Medical Examiner’s Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, and notification by the officer assigned to the incident is not practicable, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

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Identity Theft

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of identity theft.

330.2 POLICY

It is the policy of the Norman Police Department to effectively investigate cases of identity theft.

330.3 ACCEPTANCE OF REPORTS

A report shall be taken any time a person living within the jurisdiction of the Norman Police Department reports that he/she has been a victim of identity theft. This includes (21 O.S. § 1533.3):

(a) Taking a report even if the location of the crime is outside the jurisdiction of this department or has not been determined.

(b) Providing the victim with department information, as set forth in the Victim and Witness Assistance Policy. Encourage the individual to review the material, and assist with any questions.

(c) When requested, provide the victim with a copy of the report.

A report should also be taken if a person living outside the department jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Norman to facilitate the crime).

330.4 FOLLOW-UP INVESTIGATION

A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this department should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for department use.

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Private Person's Arrest

331.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a private person's arrest.

331.2 POLICY

It is the policy of the Norman Police Department to accept a private person's arrest only when legal and appropriate.

331.3 ARRESTS BY PRIVATE PERSON

A private person may arrest another under the following circumstances:

(a) Breach of the peace (22 O.S. § 200)

(b) A public offense committed or attempted in the presence of the private person (22 O.S. § 202)

(c) When the person arrested has committed a felony although not in the presence of the private person (22 O.S. § 202)

(d) When a felony has been committed, and the private person has reasonable cause to believe the person arrested committed the felony (22 O.S. § 202)

(e) Without a warrant, upon reasonable information that the person stands charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year (22 O.S. § 1141.14)

(f) When directed by a magistrate by a verbal or written order (22 O.S. § 201)

331.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a private person's arrest should determine whether such an arrest is lawful.

If the officer determines that the private person's arrest is unlawful, the officer should:

(a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.

(b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.

(c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

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331.5 PRIVATE PERSON'S ARREST STATEMENT

The arresting person shall be asked to complete and sign an arrest statement. If the person fails or refuses to do so, the arrested individual will be released, unless the officer has a lawful reason, independent of the private person's arrest, to take the individual into custody and determines an arrest is appropriate.

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Limited English Proficiency Services

332.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

332.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Norman Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

332.2 POLICY

It is the policy of the Norman Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

332.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP coordinator. The coordinator shall be appointed by, and directly responsible to, the Operations Bureau Bureau Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

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(a) Coordinating and implementing all aspects of the Norman Police Department's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Watch Commander and Communications Manager. The list should include information regarding:

1. Languages spoken.
2. Contact information.
3. Availability.

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by this department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of this department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

332.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

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(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

332.5 TYPES OF LEP ASSISTANCE AVAILABLE

Norman Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

332.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

332.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

332.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

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When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the Department as having the requisite skills and competence may be requested.

332.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

332.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

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332.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

332.10 CONTACT AND REPORTING

Although all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

332.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Norman Police Department will take reasonable steps and will work with the Human Resources Department to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

332.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Communications Division, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller’s language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

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Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

Although 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

332.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

332.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

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332.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

To ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

332.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

332.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

332.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

332.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including

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how to access department-authorized telephonic and in-person interpreters and other available resources.

The Personnel/Training Division Commander shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Personnel/Training Division Commander shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with the established records retention schedule.

332.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Personnel/Training Division Commander shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

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Communications with Persons with Disabilities

333.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

333.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters should have a valid certification of competency pursuant to 63 O.S. § 2408.

333.2 POLICY

It is the policy of the Norman Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees, have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

333.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA coordinator (28 CFR 35.107). The coordinator shall be appointed by and directly responsible to the Operations Bureau Bureau Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Working with the City ADA coordinator regarding the Norman Police Department's efforts to ensure equal access to services, programs and activities.

(b) Developing reports or new procedures or recommending modifications to this policy.

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(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and Communications Manager. The list should include information regarding:

1. Contact information.
2. Availability.

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas indicating that auxiliary aids are available free of charge to individuals with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

333.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

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333.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, is hard of hearing or has impaired speech must be handcuffed while in the custody of the Norman Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

333.6 TYPES OF ASSISTANCE AVAILABLE

Norman Police Department members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall it require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to disabled individuals through a variety of services.

Disabled individuals may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

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Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

333.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form (e.g., a personnel complaint form) or provide forms with enlarged print.

333.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee) if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

333.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, are hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

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Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

333.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

333.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

333.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

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333.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

333.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, is hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

333.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, are hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation. The use of a video remote interpreting service should

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be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card (63 O.S. § 2410).

To ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

333.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable. The individual with speech or hearing disabilities shall have the right to determine which type of qualified legal interpreter best fits his/her needs (63 O.S. § 2410).

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing, have impaired speech or vision, are blind or have other disabilities. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

333.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this department.

333.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

333.18 TRAINING

To ensure that all members who may have contact with disabled individuals are properly trained, the Department will provide periodic training that should include:

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(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

The Personnel/Training Division Commander shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including those who are deaf, are hard of hearing, have impaired speech or vision or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Personnel/Training Division Commander shall maintain records of all training provided and will retain a copy in each member's training file in accordance with the established records retention schedule.

333.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, are hard of hearing or have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls and using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.

(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Communications Division members who may have contact with individuals from the public who are deaf, are hard of hearing or have impaired speech. Refresher training should occur every six months.

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Chaplains

334.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Norman Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

334.2 POLICY

The Norman Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

334.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.

(b) Managing his/her household, family and personal affairs well.

(c) Having a good reputation in the community.

(d) Successful completion of an appropriate-level background investigation.

(e) A minimum of five years of successful counseling experience.

(f) Possession of a valid driver license.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

334.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Norman Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

334.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

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334.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.

(b) Include a recommendation from employers or volunteer programs.

(c) Interview with the Chief of Police and the chaplain coordinator.

(d) Successfully complete an appropriate-level background investigation.

(e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

334.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform. Chaplain uniforms shall not reflect any religious affiliation.

Chaplains will be issued Norman Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Norman Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

334.6 CHAPLAIN COORDINATOR

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Chief of Police.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

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The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.

(b) Conducting chaplain meetings.

(c) Establishing and maintaining a chaplain call-out roster.

(d) Maintaining records for each chaplain.

(e) Tracking and evaluating the contribution of chaplains.

(f) Maintaining a record of chaplain schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

334.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community as needed. Assignments of chaplains will usually be to augment the Operations Bureau Bureau, but chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Norman Police Department.

334.7.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

334.7.2 OPERATIONAL GUIDELINES

(a) Chaplains will be scheduled to be on-call for a period of seven consecutive days during each month, beginning on Monday and ending on the following Sunday.

(b) Generally, each chaplain will serve with Norman Police Department personnel a minimum of eight hours per month.

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(c) At the end of each watch the chaplain will complete a chaplain shift report and submit it to the Chief of Police or the authorized designee.

(d) Chaplains shall be permitted to ride with officers during any shift and observe Norman Police Department operations, provided the Watch Commander has been notified and has approved the activity.

(e) Chaplains shall not be evaluators of members of the Department.

(f) In responding to incidents, a chaplain shall never function as an officer.

(g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(h) Chaplains shall serve only within the jurisdiction of the Norman Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

(i) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

334.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.

(d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.

334.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in defusing a conflict or incident, when requested.

(b) Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Watch Commander or supervisor believes the chaplain could assist in accomplishing the mission of the Department.

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(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.

(e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(f) Participating in in-service training classes.

(g) Training others to enhance the effectiveness of the Department.

334.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Department.

(c) Providing a liaison with various civic, business and religious organizations.

(d) Assisting the community when they request representatives or leaders of various denominations.

(e) Assisting the community in any other function, as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

334.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

334.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Norman Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Norman Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

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334.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Personnel/Training Division Commander, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Officer injury or death
- Sensitivity and diversity

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Public Safety Video Surveillance System

335.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

335.2 POLICY

The Norman Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

335.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

335.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

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(d) To assist in identifying, apprehending and prosecuting offenders.

(e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and Communications Division. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained Communications Division personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention of anything documented by public safety surveillance equipment is prohibited.

335.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

335.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems, video enhancement or other analytical technology, requires additional safeguards.

335.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members follow department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

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335.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

(a) Date and time access was given.

(b) Name and agency of the person being given access to the images.

(c) Name of person authorizing access.

(d) Identifiable portion of images viewed.

335.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

335.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

335.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

335.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Norman Police Department.

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Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

335.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

335.8 TRAINING

All department members authorized to operate or access public safety video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

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Child and Dependent Adult Safety

336.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

336.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Norman Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

336.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

336.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.

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Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Department of Human Services, if appropriate.

(e) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependent. The result of such actions should be documented in the associated report.

336.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process, or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

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336.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether the person reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

336.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

336.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

336.5 TRAINING

The Personnel/Training Division Commander is responsible for ensuring that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

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Service Animals

337.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

337.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler’s control, the facility can accommodate the horse’s type, size and weight, and the horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

337.2 POLICY

It is the policy of the Norman Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

337.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.

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- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

337.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Norman Police Department affords to all members of the public (28 CFR 35.136).

337.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

337.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

337.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

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337.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Volunteers

338.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Norman Police Department volunteers to supplement and assist department personnel in their duties. Trained volunteers are members who can augment department personnel and help complete various tasks.

338.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support, Animal Welfare volunteers, and youth involved in a law enforcement Explorer Post, among others.

338.2 POLICY

The Norman Police Department shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

338.3 ELIGIBILITY

Requirements for participation as a volunteer for the Department may include, but are not limited to:

(a) Residency in the City of Norman.

(b) Being at least 18 years of age for all positions other than Explorer.

(c) Being at least 14 years of age for Explorer.

(d) Possession of a valid driver license if the position requires vehicle operation.

(e) Possession of liability insurance for any personally owned equipment, vehicles or animals utilized during volunteer work.

(f) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.

(g) No conviction of a misdemeanor or gross misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.

(h) No mental illness or chemical dependency condition that may adversely affect the person’s ability to serve in the position.

(i) Ability to meet physical requirements reasonably appropriate to the assignment.

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(j) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

338.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Norman Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

338.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity, nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested department members to the volunteer coordinator through the requester's immediate supervisor. A complete description of the volunteer's duties and a requested time frame should be included in the request. All department members should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The volunteer coordinator may withhold assignment of any volunteer until such time as the requester is prepared to make effective use of volunteer resources.

338.4.2 SELECTION

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

(a) Submit the appropriate written application.

(b) Interview with the volunteer coordinator.

(c) Successfully complete an appropriate-level background investigation.

338.4.3 APPOINTMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment by the Chief of Police or the authorized designee. Notice may only be given by an authorized representative of the Department, who will normally be the volunteer coordinator.

No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the Department.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

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Volunteers serve at the discretion of the Chief of Police.

338.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each volunteer. Identification symbols worn by volunteers shall be different and distinct from those worn by officers or other members of this department through the inclusion of "Volunteer" on the uniform.

Volunteers will be issued Norman Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Norman Police Department identification cards, except that "Volunteer" will be indicated on the cards.

338.6 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular department personnel, when authorized, may also serve as volunteers. However, this department shall not utilize the services of volunteers in such a way that it would violate employment laws or employment agreements (e.g., a detention officer participating as a volunteer for reduced or no pay). Therefore, the volunteer coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a volunteer capacity (29 CFR 553.30).

338.7 VOLUNTEER COORDINATOR

The volunteer coordinator shall be appointed by and directly responsible to the Staff Services Bureau Bureau Commander or the authorized designee.

The function of the coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist efforts to jointly provide more productive volunteer services. Under the general direction of the Chief of Police or the authorized designee, volunteers shall report to the volunteer coordinator and/or Watch Commander.

The volunteer coordinator may appoint a senior volunteer or other designee to assist in the coordination of volunteers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified volunteers.

(b) Conducting volunteer meetings.

(c) Establishing and maintaining a volunteer callout roster.

(d) Maintaining records for each volunteer.

(e) Tracking and evaluating the contribution of volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

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(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining a liaison with other community programs that use volunteers and assisting in community-wide efforts to recognize and promote volunteering.

(j) Maintaining volunteer orientation and training materials and outlining expectations, policies and responsibilities for all volunteers.

An evaluation of the overall use of volunteers will be conducted on an annual basis by the coordinator.

338.8 DUTIES AND RESPONSIBILITIES

Volunteers assist department personnel as needed. Assignments of volunteers will usually be to augment the Operations Bureau Bureau, but volunteers may be assigned to other areas within the Department as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All volunteers will be assigned to duties by the volunteer coordinator or the authorized designee.

338.8.1 COMPLIANCE

Volunteers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular department personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required by this department to meet department-approved training requirements as applicable to their assignments.

338.8.2 VOLUNTEER MEETINGS

All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the volunteer coordinator.

338.9 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer's training should correspond to his/her assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies of the Department and law enforcement procedures applicable to their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

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Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission infer that they are, officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all applicable orders and directives, either oral or written, issued by the Department.

338.9.1 VOLUNTEER TRAINING MATERIALS

Each new volunteer will be issued volunteer training materials. The materials outline the subject matter and skills necessary to properly function as a volunteer with the Norman Police Department. The volunteer shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

338.10 SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer's assigned duties. The following are some considerations that supervisors should keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to members on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee of the Norman Police Department.

338.10.1 EVALUATIONS

While in training, volunteers should be continuously evaluated using standardized daily and weekly observation reports. A volunteer will be considered a trainee until he/she has satisfactorily completed training. Volunteers who have completed their training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that volunteer.

338.10.2 FITNESS FOR DUTY

No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to:

(a) Driver license.

(b) Medical condition.

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(c) Arrests.

(d) Criminal investigations.

(e) All law enforcement contacts.

338.11 INFORMATION ACCESS

With appropriate security clearance, a volunteer may have access to or be in the vicinity of criminal histories, investigative files or information portals. Unless otherwise directed by a supervisor, the duties of the position or department policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Oklahoma State Bureau of Investigation (OSBI) to obtain clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information verbally, in writing or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

338.11.1 RADIO AND MOBILE DATA COMPUTER USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using police radios or Mobile Data Computers and shall comply with all related provisions. The volunteer coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

338.12 EQUIPMENT

Any property or equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

338.12.1 VEHICLE USE

Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving and defensive driving. The specific training and course of study shall be determined by the volunteer coordinator.

Volunteers assigned to duties that require the use of a vehicle must first complete:

(a) A driving safety briefing and department-approved driver safety course.

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(b) Verification that the volunteer possesses a valid driver license.

(c) Verification that the volunteer carries current vehicle insurance.

The coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating department vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle.

Volunteers are not authorized to operate department vehicles while using the vehicle's emergency equipment (e.g., emergency lights siren).

338.13 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Chief of Police, with or without cause. Volunteers shall have no property interest in their continued appointments. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

338.13.1 EXIT INTERVIEWS

The volunteer coordinator should conduct exit interviews, where possible. These interviews should ascertain why the volunteer is leaving the position and should solicit the volunteer’s suggestions on improving the position. When appropriate, an exit interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

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Native American Graves Protection and Repatriation

339.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001).

339.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes, or to contain human remains.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

339.2 POLICY

It is the policy of the Norman Police Department that the protection of Native American human remains, funerary objects, sacred objects or objects of cultural patrimony on federal lands is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

339.3 COMPLIANCE WITH NAGPRA

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4 et seq.).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4(d)):

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- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Appropriate Medical Examiner and the State Archaeologist and the State Historic Preservation Officer within 15 days when appropriate (21 O.S. § 1168.4). Before releasing control of the scene, officers shall confirm who will be making this notification.
- Tribal land - Responsible Indian tribal official
- Private land - The landowner and the Chief Medical Examiner (21 O.S. § 1168.4)

339.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

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Off-Duty Law Enforcement Actions

340.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for officers of the Norman Police Department with respect to taking law enforcement action while off-duty.

340.2 POLICY

It is the policy of the Norman Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

340.3 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action unless they are in uniform at a public function. Officers should consider waiting for on-duty uniformed peace officers to arrive instead of immediately intervening and, while waiting, gather as much accurate intelligence as possible. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other peace officers.

(b) The potential to be misidentified by members of the public, who may be armed or who may take action.

(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.

(d) Limited off-duty firearms capabilities and ammunition.

(e) The inability to communicate with responding peace officers.

(f) The lack of equipment, such as body armor, handcuffs or control devices.

(g) Unfamiliarity with the surroundings, including escape routes.

(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

An off-duty officer in official uniform in attendance at a public function, event or assemblage of people has the same powers and obligations as when he/she is on-duty (22 O.S. § 37.1).

340.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

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Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the Norman Police Department until acknowledged. Official identification should also be displayed when possible.

340.4 CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

340.4.1 CIVILIAN RESPONSIBILITIES

Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

340.4.2 INCIDENTS OF PERSONAL INTEREST

Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

340.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the Watch Commander regarding any law enforcement action taken while off-duty. The Watch Commander may send a supervisor to the location. The supervisor may request assistance from the Internal Affairs Unit, if deemed appropriate.

The Watch Commander shall determine whether a crime report or an administrative report should be completed by the involved officer.

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Community Relations

341.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

341.2 POLICY

It is the policy of the Norman Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

341.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Communications Division of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform the Communications Division of their location and status during the foot patrol.

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341.4 COMMUNITY RELATIONS COORDINATOR

The Community Outreach Section Lieutenant will serve as the community relations coordinator. He/she should report to the Operations Bureau Bureau Commander through the Uniform Support Division Commander and is responsible for:

(a) Obtaining department-approved training related to his/her responsibilities.

(b) Responding to, facilitating, requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Coordinating/assisting with any departmental surveys to measure the condition of the department's relationship with the community.

(d) Working with community groups, department members and other community resources to:

  (a) Identify and solve public safety problems within the community.

  (b) Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(e) Working with the Uniform Support Division Commander to develop patrol deployment plans that allow officers to participate in community engagement and problem-solving activities.

(f) Recognizing department and community members for exceptional work or performance in community relations efforts.

(g) Attending city council and other community meetings, when necessary, to obtain information on community relations needs.

(h) Providing information to command staff and assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(i) Informing the Chief of Police through the chain of command of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

341.5 SURVEYS

The community relations coordinator should assist with planning surveys of community members and department members to be conducted at the direction of the Chief of Police to assess the condition of the relationship between the Department and the community. Survey questions may evaluate, but are not limited to, perceptions of the following:

(a) Overall performance of the Department

(b) Overall competence of department members

(c) Attitude and behavior of department members

(d) Level of community trust in the Department

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(e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

341.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize and/or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).

(b) Police-community get-togethers (e.g., cookouts, meals, charity events).

(c) Youth leadership and life skills mentoring.

(d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.

(e) Neighborhood Watch and crime prevention programs.

341.7 INFORMATION SHARING

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

341.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods may include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Presentations to driver education classes.

(d) Instruction in schools.

(e) Department ride-alongs (see the Ride-Alongs Policy).

(f) Scenario/Simulation exercises with community member participation.

(g) Youth internships at the Department.

(h) Citizen academies.

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Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

341.9 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

341.10 COMMUNITY INPUT

The Chief of Policemay establish events, groups and activities consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the event, group or activity should reflect the demographics of the community as much as practicable.

Any event, group or activity may:

(a) Provide a public forum for gathering information about public safety concerns in the community.

(b) Work with the Department to develop strategies to solve public safety problems.

(c) Generate plans for improving the relationship between the Department and the community.

(d) Participate in community outreach to solicit input from community members, including youth from the community.

The departmentmay arrange for initial and supplemental training for participating members on topics relevant to their area of focus.

341.10.1 LEGAL CONSIDERATIONS

The Chief of Police and the community relations coordinator should work with the City Attorney as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

341.11 TRANSPARENCY

The Department should periodically publish statistical data regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community

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relations coordinator may seek input from the community ato identify information that may increase transparency regarding department operations.

341.12 TRAINING

Subject to available resources, the department should provide training or educational information on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the development of the training or information to provide input from a community perspective.

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Chapter 4 - Patrol Operations

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Patrol

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The Norman Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Norman. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.

(e) Responding to reports of both criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Directing and controlling traffic.

(h) Carrying out crime prevention activities, such as residential inspections, business inspections and community presentations.

(i) Carrying out community-oriented policing and problem-solving activities, including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(j) Providing courthouse/courtroom security, including the operation of physical security equipment, searches of individuals and the facility, and development of high-risk trial plans and emergency evacuation plans.

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400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all bureaus and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other bureaus or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and bureaus.

400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

400.6 STAFFING

The Operations Bureau Commander will establish minimum staffing levels based on average calls for service, geographic areas to be covered, response time considerations, shift length and available staff for assignment.

On a monthly basis, the Operations Bureau Division Commanders will assign staff to fill the positions established by the minimum staffing levels, following agency practice for position assignment.

The Watch Commander will assign staff to fill vacancies any time the vacancies result in the failure to meet established minimum staffing levels.

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Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Norman Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the Department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

This policy meets statutory requirements requiring the adoption of an impartial policing/racial profiling policy (11 O.S. § 34-107; 22 O.S. § 34.3).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (22 O.S. § 34.3).

401.2 POLICY

The Norman Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

This policy shall be available for public inspection during normal business hours (22 O.S. § 34.3).

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of racial or bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

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401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy (22 O.S. § 34.3).

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

    1. Supervisors should document these discussion in counseling forms.

(b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, portable audio/video recordings, Mobile Data Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.

    1. Supervisors should document these periodic reviews.

    2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

(e) Supervisors shall initiate an investigation whenever a complaint is received by the Attorney General's Office of Civil Rights Enforcement (22 O.S. § 34.4).

401.6 ADMINISTRATION

The Internal Affairs Unit personnel shall review the efforts of the Department to prevent bias-based policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information regarding any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

401.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Personnel/Training Division Commander.

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Bias-Based Policing

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Briefing

402.1 PURPOSE AND SCOPE

This policy discusses the activity of briefing and includes the tasks that should be accomplished during this short period.

402.2 POLICY

Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 BRIEFING

All bureaus and specialized units will conduct regular briefing to discuss, disseminate and exchange information among department members, work groups and other organizations. A supervisor generally will conduct briefing. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Briefing should include, but is not limited to:

(a) Providing members with information regarding daily activities, with particular attention given to changes in the status of:
    (a) Wanted persons.
    (b) Crime patterns.
    (c) Suspect descriptions.
    (d) Intelligence reports and photographs.
    (e) Community issues affecting law enforcement.
    (f) Major investigations.
(b) Notifying members of changes in schedules and assignments.
(c) Reviewing recent incidents for situational awareness and training purposes.
(d) Providing training on a variety of subjects.
(e) Conducting periodic personnel and equipment inspections .

Supervisors should also ensure that all members are informed about General Orders and any recent policy changes.

NOTE: Specific personnel, vehicle and equipment standards can be found in the appropriate policy. Please see the attached Monthly Inspection Report for an accepted inspection form.

402.3.1 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be forwarded to the Personnel/ Training Division Commander for inclusion in training records, as appropriate.

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402.4 PREPARATION OF MATERIALS

The member conducting briefing is responsible for preparation of the materials necessary for a constructive briefing.

402.5 TRAINING

Briefing training should incorporate short segments on a variety of subjects or topics and may include:

(a) Review and discussion of new or updated policies.

(b) Presentation and discussion of the proper application of existing policy to routine daily activities.

(c) Presentation and discussion of the proper application of existing policy to unusual activities.

(d) Review of recent incidents for training purposes.

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Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Norman Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

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403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

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Special Weapons and Tactics Team

404.1 PURPOSE AND SCOPE

This policy provides guidelines for the specialized support of the Special Weapons and Tactics Team (SWAT) in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field officers.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Negotiation team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or who are suicidal.

Tactical team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

404.2 POLICY

It shall be the policy of the Norman Police Department to maintain a SWAT, either internally or through participation in a regional team, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SWAT should develop sufficient resources to perform three basic operational functions:

(a) Command and control

(b) Containment

(c) Entry/apprehension/rescue

404.3 CAPABILITIES

This department acknowledges that training needs may vary based on the experience level of team members, team administrators and potential incident commanders. Therefore, with the preservation of innocent human life being paramount, nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training level due to the exigency of the circumstances.

The various levels of tactical team capability and training are as follows and may fluctuate based upon personnel, training, available equipment, resources and capabilities:

- FEMA Type III - A basic team capable of providing containment and intervention in critical incidents that exceed the training and resources available to line-level officers.

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This does not include ad hoc teams of officers that are formed around a specific mission, detail or incident (e.g., active shooter response). Generally 5 percent of the Type III team's on-duty time should be devoted to training.

- FEMA Type II - An intermediate-level tactical team capable of providing containment and intervention. These teams possess tactical capabilities above the Type III teams. These teams may or may not work together on a daily basis, but are intended to respond to incidents as a team. At least 5 percent of the Type II team's on-duty time should be devoted to training with supplemental training for tactical capabilities above the Type III team.
- FEMA Type I - An advanced-level tactical team whose members function on a full-time basis. Generally 25 percent of the Type I team's on-duty time is devoted to training. Type I teams operate in accordance with contemporary best practices. Such teams possess both skills and equipment to utilize tactics beyond the capabilities of Type II and Type III teams.

404.4 MANAGEMENT AND SUPERVISION

Under the direction of the Chief of Police, through the Operations Bureau Bureau Commander, the SWAT shall be managed by the appointed SWAT Commander. The SWAT Commander shall be selected by the Chief of Police upon recommendation of command staff.

404.4.1 TEAM SUPERVISORS

The negotiation team and tactical team will be under the direction of designated team supervisors, who shall be selected by the Chief of Police upon specific recommendation by command staff and the SWAT Commander.

The primary responsibility of the team supervisors is to oversee the operation of their teams, which includes deployment, training, first-line supervisor participation and other duties as directed by the SWAT Commander.

404.5 READINESS

An operational readiness assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the capabilities, training and limitations of the SWAT and should be reviewed annually by the SWAT Commander or the authorized designee.

404.5.1 EQUIPMENT INSPECTIONS

The SWAT Commander shall appoint a team supervisor to perform operational readiness inspections of all SWAT equipment at least quarterly. The result of the inspection will be forwarded to the SWAT Commander in writing. The inspections will include personal equipment issued to members of the SWAT, operational equipment maintained in the SWAT facility and equipment maintained or used in SWAT vehicles.

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404.5.2 MULTIJURISDICTIONAL OPERATIONS
The SWAT, including any relevant specialized teams and supporting resources, should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multijurisdictional or regional responses.

(a) If it is anticipated that multijurisdictional SWAT operations will regularly be conducted, multi-agency and multidisciplinary joint training exercises should occur.

(b) Members of the Norman Police Department SWAT shall operate under the policies, procedures and command of the Norman Police Department when working in a multi-agency situation.

404.6 PROCEDURES

Situations that necessitate the need for a SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

404.6.1 ORGANIZATIONAL PROCEDURES
The Department shall develop a separate written set of organizational procedures that should address, at a minimum:

(a) Specific missions the SWAT is capable of performing.

(b) SWAT organization and function.

(c) Member selection, retention and termination criteria.

(d) Training and required competencies including record production and retention.

(e) Procedures for notification, activation, deactivation and deployment.

(f) Command and control issues, including a clearly defined command structure and dedicated lines of communication.

(g) Multi-agency response.

(h) Out-of-jurisdiction response.

(i) Specialized functions and supporting resources.

404.6.2 OPERATIONAL PROCEDURES
The Department shall develop a separate written set of operational procedures in accordance with the determination of the SWAT's level of capability, using sound risk-reduction practices. The operational procedures should be patterned after the National Tactical Officers Association's (NTOA) SWAT Standard for Law Enforcement Agencies. Because such procedures are specific to SWAT members and outline negotiation, tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

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(a) Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).

1. All SWAT members should have an understanding of operational planning.
2. SWAT training should include planning for both spontaneous and planned events.
3. SWAT planning should incorporate medical emergency contingency plans as part of the SWAT operational plan.

(b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.

1. When possible, briefings should include the specialized teams, certified tactical dispatchers and other supporting personnel.

(c) Protocols for a sustained operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the SWAT.

(e) Roles for the negotiations team and negotiators.

(f) A standard method of determining whether a warrant should be regarded as high risk.

(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Protocols for post-incident scene management, including:

1. Documentation of the incident.
2. Transition to investigations and/or other bureaus.
3. Debriefing after every deployment of the SWAT.

(a) After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.

(b) Such debriefing should not be conducted until involved members have had the opportunity to individually complete necessary reports or provide formal statements.

(c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.

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(d) When appropriate, debriefing should include specialized teams and supporting or assisting personnel.

(i) A sound risk management analysis.

(j) Standardization of equipment deployed.

404.7 OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the SWAT. Generally, the tactical team and the negotiation team will be activated together. It is recognized, however, that the teams can be activated independently as circumstances dictate. The tactical team may be used in a situation not requiring the physical presence of the negotiation team, such as warrant service operations. The negotiation team may be used in a situation not requiring the physical presence of the tactical team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the SWAT Commander.

404.7.1 APPROPRIATE USE

Incidents that may result in the activation of the SWAT include:

(a) Barricaded suspects who refuse an order to surrender.

(b) Incidents where hostages are taken.

(c) Individuals who are threatening suicide and have refused to surrender.

(d) Arrests of potentially armed or dangerous persons.

(e) Any situation that could threaten or undermine the ability of the Department to preserve life, maintain social order and ensure the protection of persons or property.

Requests by field personnel for assistance from crisis response units from another agency must be approved by the Watch Commander. Deployment of the Norman Police Department SWAT in response to requests by other agencies must be authorized by a Bureau Commander.

404.7.2 ON-SCENE DETERMINATION AND NOTIFICATION

The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander and will assess whether the SWAT is to respond to the scene. With input from the Incident Commander, final determination will be made by the Watch Commander, who shall then notify the SWAT Commander. If the SWAT Commander is unavailable, then a specialized team supervisor shall be notified.

The Watch Commander should brief the SWAT Commander about the incident. Such information should include:

(a) The type of crime involved.

(b) The number of suspects, identity and criminal history.

(c) The known weapons and resources available to the suspect.

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(d) If the suspect is in control of hostages and/or barricaded.

(e) Whether contact has been made with the suspect and whether there have been demands.

(f) If potential victims are still within the inner perimeter.

(g) If the suspect has threatened or attempted suicide.

(h) The location of the command post and a safe approach to it.

(i) The extent of any inner or outer perimeter and the number of personnel involved.

(j) Any other assets or resources at the scene including other involved agencies.

(k) Any notifications that should be made to ensure public awareness and safety.

(l) Any other important facts critical to the immediate situation.

The SWAT Commander or team supervisor shall then follow current callout procedures. A current mobilization list shall be maintained in the Watch Commander's office and Communications Division by the SWAT Commander.

The Watch Commander will notify the Operations Bureau Bureau Commander as soon as practicable.

404.7.3 FIELD PERSONNEL RESPONSIBILITIES

While waiting for the SWAT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

(a) Establish an arrest/response team in case the suspect takes action. The response team’s tasks may include:

1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.

2. Securing any subject or suspect who may surrender or attempt to escape.

(b) Evacuate any injured persons in the zone of danger.

(c) Evacuate or provide safety instructions to other people in the zone of danger.

(d) Establish an inner and outer perimeter.

(e) Establish a command post outside of the inner perimeter.

(f) Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiation and tactical teams time to organize, position and assume the appropriate roles and responsibilities.

(g) Plan for, and stage, anticipated resources.

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404.7.4 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SWAT at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors. Upon review, it will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SWAT. The Incident Commander and SWAT Commander or the authorized designee shall maintain direct communication at all times.

The SWAT Commander, or an authorized designee, is responsible for completing a report using the Professional Standards Reporting System for any incident where they have assumed responsibility for a tactical response and negotiations. (See Administrative Communications policy.)

404.7.5 COMMUNICATIONS WITH SWAT MEMBERS

All persons who are non-SWAT members should refrain from any non-emergency contact or interference with any SWAT member during active negotiations. SWAT operations require the utmost in concentration by involved members and, as a result, no one should interrupt or communicate with SWAT members directly. All non-emergency communications shall be channeled through the negotiation team or tactical team supervisor or the authorized designee.

404.8 TACTICAL TEAM ADMINISTRATIVE GUIDELINES

The tactical team was established to provide a skilled and trained team for deployment to events that require specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, and in prolonged or predictable situations where persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the tactical team.

404.8.1 SELECTION OF TACTICAL MEMBERS

Interested SWAT members who are off probation shall submit a letter of interest to their appropriate Bureau Commanders, a copy of which will be forwarded to the SWAT Commander and other tactical team supervisors. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be at the discretion of the SWAT Commander. The testing process will consist of an oral interview, physical agility test, firearm qualification and team evaluation.

(a) Oral interview: The oral interview will be conducted by individuals selected by the SWAT Commander. Applicants will be evaluated by certain criteria, which includes:

1. Recognized competence and ability, as evidenced by performance.
2. Demonstrated good judgment and understanding of the critical role of a tactical team member.

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3. Special skills, training or appropriate education as it pertains to this assignment.
4. Commitment to the SWAT, realizing that the additional assignment may necessitate unusual working hours, conditions and training obligations.

(b) Physical agility: The physical agility test is designed to determine the physical capabilities of the applicant as they relate to performance of tactical team-related duties. The test and scoring procedure will be established by the SWAT Commander. A minimum qualifying score shall be attained by the applicant to be considered for the position.

(c) Firearm qualification: Candidates will be invited to shoot the SWAT basic drill for the handgun. A minimum qualifying score established by the Rangemaster must be attained to qualify.

(d) Team evaluation: Current team members will evaluate each candidate on field tactical skills, teamwork, ability to work under stress, communication skills, judgment and any special skills that could benefit the team.

The SWAT Commander shall submit a list of successful applicants to command staff for final selection.

404.8.2 TACTICAL TRAINING

Training shall be coordinated by the SWAT Commander. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training. Training shall consist of the following:

(a) Each tactical team member shall perform a physical fitness test twice each year. A minimum qualifying score must be attained by each team member.

(b) Any tactical team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest. Within 30 days of the previous physical fitness test date, the member required to qualify shall report to a team supervisor and complete the entire physical fitness test. Failure to qualify after a second attempt may result in dismissal from the team.

(c) Those who are on vacation, are ill or are on light-duty status with a medical professional's note of approval on the test date shall be responsible for reporting to a team supervisor and taking the test within 30 days of their return to regular duty. Any member who fails to arrange for and perform the physical fitness test within the 30-day period shall be considered as having failed to attain a qualifying score for that test period.

(d) Each tactical team member shall complete the quarterly tactical team handgun qualification course. The qualification course shall consist of the SWAT basic drill for the handgun. Failure to qualify will require the team member to seek remedial training from a Rangemaster who has been approved by the SWAT Commander.

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Team members who fail to qualify will not be used in SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days, with or without remedial training, may result in dismissal from the team.

(e) Each tactical team member shall complete the quarterly tactical qualification course for any specialty weapon issued to, or used by, the team member during tactical team operations. Failure to qualify will require the team member to seek remedial training from a Rangemaster who has been approved by the SWAT Commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify with specialty weapons within 30 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

404.8.3 TACTICAL TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. The performance and efficiency level, as established by the team supervisor, will be met and maintained by all tactical team members. Any member of the tactical team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.9 NEGOTIATION TEAM ADMINISTRATIVE GUIDELINES

The negotiation team has been established to provide skilled verbal communicators who will attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages or barricaded themselves or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the negotiation team.

404.9.1 SELECTION OF NEGOTIATION MEMBERS

Interested department members who are off probation shall submit a letter of interest to their appropriate Bureau Commanders. A copy will be forwarded to the SWAT Commander and the negotiation team supervisor. Qualified applicants will then be invited to an oral interview. The oral interview board will consist of the SWAT Commander, the negotiation team supervisor and a third person to be selected by the two. Interested members shall be evaluated by certain criteria, which include:

(a) Recognized competence and ability as evidenced by performance.

(b) Demonstrated good judgment and understanding of the critical role of a negotiator and the negotiation process.

(c) Effective communication skills.

(d) Special skills, training or appropriate education as it pertains to the assignment.

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(e) Commitment to the SWAT, realizing that the assignment may necessitate unusual working hours, conditions and training obligations.

The oral interview board shall submit a list of successful applicants to command staff for final selection.

404.9.2 NEGOTIATION TRAINING
Training shall be coordinated by the SWAT Commander. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team supervisor.

404.9.3 NEGOTIATION TEAM EVALUATION
Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. Performance and efficiency levels, established by the team supervisor, will be met and maintained by all team members. Any member of the negotiation team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.10 UNIFORMS AND EQUIPMENT
SWAT specialized teams from this department should wear uniforms that clearly identify them as law enforcement members. It is recognized that certain tactical conditions may require covert movement. Attire may be selected that is appropriate to the specific mission.

404.10.1 EQUIPMENT
SWAT specialized teams from this department should be adequately equipped to meet the specific missions identified by the Department.

404.10.2 FIREARMS
Weapons and equipment used by the SWAT specialized teams and any supporting resources should be department-issued or approved, including any modifications, additions or attachments.

404.11 TRAINING
The SWAT Commander shall conduct an annual SWAT training needs assessment to ensure that training correlates to the team’s capabilities and department policy.

404.11.1 TRAINING SAFETY
Use of a designated safety officer should be considered for all tactical training.

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404.11.2 INITIAL TRAINING

Tactical and negotiation team members and team supervisors should not be deployed until successful completion of a basic SWAT course or its equivalent that has been approved by this department.

(a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the Department.

(b) Untrained members may be used in a support or training capacity.

404.11.3 UPDATE/REFRESHER TRAINING

Tactical and negotiation team members, team supervisors and certified tactical dispatchers should complete update or refresher training every 24 months.

404.11.4 MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the SWAT functions at the organizational level. This is to ensure that those who provide active oversight at the scene understand the purpose and capabilities of these specialized teams.

Command personnel who may assume incident command responsibilities should attend a tactical commander or critical incident commander course or its equivalent that has been approved by this department.

404.11.5 SCENARIO-BASED TRAINING

SWAT specialized teams should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

404.11.6 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Personnel/ Training Division Commander. Such documentation shall be maintained in each member's training file. A separate department SWAT training file shall be maintained with documentation and records of all team training.

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Ride-Alongs

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Norman Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.2 POLICY

Ride-along opportunities will be provided to the members of the public, City employees and members of this department to observe and experience, first-hand, various functions of the Norman Police Department. The term “ride-along” includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department, such as Communications Division.

405.3 ELIGIBILITY

A ride-along is available to Norman residents and business owners, students currently attending class in Norman and those employed within the City of Norman. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against this department or the City
- Denial by any supervisor.

405.4 AVAILABILITY

A ride-along or job observation is available most days of the week (with 72 hours notice), from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police or Watch Commander.

405.5 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Watch Commander. The applicant will complete and sign a ride-along or job observation waiver form. Information requested will include a valid state-issued identification card or driver license number, birthdate, address and telephone number.

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The Watch Commander will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate bureau as soon as possible for scheduling considerations.

If the request is denied, a representative of this department will advise the applicant of the denial.

The Chief of Police may grant an exception and allow a person under 18 years of age to participate in the ride-along program, however a parent or guardian must be present to complete the waiver form.

405.6 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Explorers
- Volunteers
- Chaplains
- Reserves
- Norman Police Department applicants
- Any others with approval of the Watch Commander
- Students enrolled in any department-approved dispatcher training course

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

Ride-along requirements for department Explorers are covered in the Explorers Policy.

If an exception is made by the Chief of Police for a person under 18 years of age to participate in the ride-along program, the officer assigned with the rider will place himself in a "busy" status and shall not respond to any calls for service.

405.6.1 OFF-DUTY PARTICIPATION

Off-duty members of this department or any other law enforcement agency, and employees of the City, will not be permitted to participate in a ride-along with on-duty members of this department without the express consent of the Watch Commander.

In the event that such participation is permitted, the off-duty department member, other law enforcement agency personnel or City employee shall not:

(a) Be considered on-duty.

(b) Represent him/herself as a member of this department or any other law enforcement agency.

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(c) Participate in any law enforcement activity except as emergency circumstances may require.

405.6.2 CRIMINAL HISTORY CHECK
All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Oklahoma State Bureau of Investigation criminal history check prior to approval of the ride-along.

405.6.3 SUITABLE ATTIRE
Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Watch Commander. The Watch Commander or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.7 MEMBER RESPONSIBILITIES
The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the department member.

(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.

1. If the ride-along is in progress, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the communications officer that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such

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as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The communications officer will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Watch Commander. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Upon completion of the ride-along, the member shall return the waiver form to the Watch Commander.

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Hazardous Material Response

406.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 POLICY

It is the policy of the Norman Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

406.3.1 INITIAL RESPONSE

Members should consider using the Emergency Response Guide (ERG) to assist with making initial decisions upon arriving at a scene and confirming the presence of hazardous materials, initiating protective actions and area security, and requesting the assistance of qualified personnel. Guide 111 provides general guidance regarding potential hazards, public safety, and emergency response actions for mixed loads and/or unidentified cargo.

406.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potentially hazardous material from a safe distance.

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(b) Notify Communications Division, appropriate supervisors, the appropriate fire department and hazardous response units.

1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

2. When appropriate, request the lead official designated by the City to respond to the incident (27A O.S. § 4-1-102; 27A O.S. § 4-1-103). For the City of Norman the lead official is the on-duty assistant fire chief.

(c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.

(d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.

(e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:

1. Placards or use of an emergency response guidebook.

2. Driver's statements or shipping documents from the person transporting the material.

3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:

(a) The type of material.

(b) How to secure and contain the material.

(c) Any other information to protect the safety of those present, the community and the environment.

(f) Provide first aid to injured parties if it can be done safely and without contamination.

(g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) If the incident is believed to be a threat to the public health, safety or the environment, notify the Oklahoma Department of Environmental Quality as soon as reasonably possible (27A O.S. § 4-1-103).

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406.5 REPORTING EXPOSURE

Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Watch Commander as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

406.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this department may be available through the appropriate fire department or emergency response team.

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Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the Norman Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

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407.3.1 EMERGENCY COMMUNICATIONS

A telephone company may be directed to cut, reroute or divert telephone lines in an emergency in which a hostage is being held or a suspect is barricaded to prevent telephone communications with any person other than a peace officer or a person authorized by the peace officer (21 O.S. § 747).

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt to obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

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(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

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(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting Special Weapons and Tactics Team (SWAT) response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized assignment members, additional department members, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or Communications Division.

(i) Identify a media staging area outside the outer perimeter and have the department PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

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407.6 SWAT RESPONSIBILITIES

It will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SWAT. The Incident Commander and the SWAT Commander or the authorized designees shall maintain direct communications at all times.

407.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

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Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Norman Police Department in their initial response to incidents involving explosives or explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Norman Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 NORMAN POLICE DEPARTMENT FACILITY

If the bomb threat is against the Norman Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Norman Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

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408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Norman, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

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(a) The appropriate level of assistance.

(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes:

1. Two-way radios.

2. Cell phones.

3. Other personal communication devices.

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

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(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Watch Commander including:

1. The time of discovery.
2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services

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- Field supervisor
- Watch Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

408.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

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Crisis Intervention Incidents

409.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; noncompliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

Urgent Intervention Incident - a mental health or emotional crisis condition that involves any of the following:

(a) A threat of assault or suicide attempt that invovles a dangerous or deadly weapon

(b) The application of force requiring supervisory notification as described in the Use of Force policy

(c) The damage of property as described in the Department-Owned and Personal Property policy

(d) The injury of a Norman Police Department member that requires reporting in accordance with the Work-Related Illness and Injury Reporting policy

(e) The likelihood of imminent danger as described in the Rapid Response and Deployment policy

409.2 POLICY

The Norman Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

409.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

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(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation or lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Bureau Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer’s authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

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(d) Attempt to determine if weapons are present or available.

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

409.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm and courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

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409.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the communications officer provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents or suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

409.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis that arises to the level of an Urgent Intervention Incident. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Coordinate an after-action tactical and operational debriefing, and ensure an after-action evaluation of the incidents forwarded to the Bureau Commander.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

409.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

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409.9.1 DIVERSION
Individuals who are not being arrested should be processed in accordance with the Emergency Detentions Policy.

409.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

409.11 EVALUATION

The Bureau Commander designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually with a specific focus on Urgent Intervention incidents. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

409.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

All active full-time officers shall annually complete two hours of continuing training on mental health issues that is accredited or provided by the Council on Law Enforcement Education and Training (CLEET) (70 O.S. § 3311.4).

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Emergency Detentions

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place a person in protective custody for an emergency detention assessment.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Person requiring treatment - A person who because of his/her mental illness or drug or alcohol dependency (43A O.S. § 1-103):

(a) Poses a substantial risk of immediate physical harm to him/herself as manifested by evidence or serious threats of, or attempts at, suicide or other significant self-inflicted bodily harm.

(b) Poses a substantial risk of immediate physical harm to another as manifested by evidence of violent behavior toward another.

(c) Has placed another person in reasonable fear of violent behavior directed toward such person or serious physical harm to them as manifested by serious and immediate threats.

(d) Is in a condition of severe deterioration such that, without immediate intervention, there exists a substantial risk that severe impairment or injury will result to the person.

(e) Poses a substantial risk of immediate serious physical injury to self or death as manifested by evidence that the person is unable to provide for, and is not providing for, his/her basic physical needs.

410.2 POLICY

It is the policy of the Norman Police Department to protect the public and individuals through legal and appropriate use of an emergency detention process.

410.3 AUTHORITY

An officer shall take a person into protective custody for an emergency detention assessment when he/she reasonably believes the person is a person requiring treatment. A reasonable effort shall be made to take the person into custody in the least conspicuous manner (43A O.S. § 1-110; 43A O.S. § 5-207).

(a) If the person is medically stable, the officer shall immediately transport the person to the nearest facility designated by the Commissioner of Mental Health and Substance Abuse Services as an appropriate facility for an initial assessment. If, subsequent to an initial assessment, it is determined that emergency detention is warranted, the officer shall transport the person to the nearest facility, designated by the Commissioner as appropriate for such detention, that has bed space available. If it is determined by the

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facility director or designee that the person is not medically stable, the officer shall ensure the person is transported to the nearest hospital or other appropriate treatment facility. (43A O.S. § 5-207.D)

(b) If the person is medically unstable, the officer shall ensure the person is transported to an appropriate medical facility for medical treatment. A treating physician may authorize that the person be detained until the person becomes medically stable. When the person becomes medically stable, if in the opinion of the treating or discharging physician the patient is still a person requiring treatment, the physician shall authorize detention of the patient for transportation by an appropriate law enforcement agency. (43A O.S. § 5-207.E)

If, upon examination, the licensed mental health professional determines that the consumer is not a person requiring treatment or that the condition of the consumer is such that emergency detention is not warranted, the consumer shall either be returned by an officer immediately to the point where the consumer was taken into protective custody and released or taken to the home or residence of such consumer or to an alternative facility. If the home or residence of the consumer is a nursing home or group home, such home shall not refuse the return of the consumer to his or her residence. (43A O.S. § 5-208.A.2)

410.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for an emergency detention, they may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the officer should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.

(b) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

If at any point the person changes his/her mind regarding voluntary evaluation, the officers should proceed with protective custody, if appropriate.

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving a person who may qualify for an emergency detention should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the possible cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques

(d) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

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Protective custody should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

410.4.1 PERSONS WHO ARE NOT REQUIRING TREATMENT
Individuals identified in 43A O.S. § 1-103.13 shall not meet criteria for an emergency detention.

410.5 TRANSPORTATION

When transporting any individual for an emergency detention assessment, the transporting officer should have Communications Division notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Watch Commander approval is required before transport commences.

410.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written statement for an emergency detention and remain present to provide clarification of the grounds for detention, upon request.

The transporting officer should assist facility staff with the admission process, including restraint of the individual if necessary. Under normal circumstances, officers will not apply facility-ordered restraints.

410.7 DOCUMENTATION

When a person is taken into protective custody upon the officer's personal observations, the officer shall prepare a written affidavit indicating the basis for the belief that the person is a person requiring treatment and the circumstances under which the officer took the person into protective custody. Upon request, a copy of the affidavit shall be provided to the person or the person's attorney (43A O.S. § 5-207).

If the determination to take the person into protective custody is not based on the officer's personal observation, the officer is not required to prepare an affidavit. However, if the officer takes a person into protective custody based on third-party information that a person is mentally ill, alcohol-dependent or drug dependent, the officer shall have the third party sign a third-party statement indicating the basis for such belief that the person is a person requiring treatment. A person should not be taken into protective custody if the third party does not sign the statement (43A O.S. § 5-207).

The officer should also provide the written statement and a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

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410.7.1 NOTIFICATION

A person who is in protective custody for an emergency detention assessment shall be asked to designate any person they would like informed of the detention. If the person is incapable of making such a designation, the officer shall, within 24 hours, notify any of the following of the detention:

- A person other than the person initiating the request for protective custody which may include the person's:
  - Attorney
  - Parent
  - Spouse
  - Guardian
  - Sibling
  - Child (18 years or older)

Failure to locate the requested person to be notified shall be reported to the administrator of the facility where the person is being detained (43A O.S. § 5-209).

410.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into protective custody should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for an emergency detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the detention.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an emergency detention.

In the supervisor's judgment, the individual may be arrested and booked into jail or transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

410.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into protective custody for an emergency detention assessment, the handling officers should seek to determine if the person owns or has access to any firearm or other

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deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officer should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody.

410.10 TRAINING

This department will endeavor to provide department-approved training on interaction with mentally disabled persons, protective custody for emergency detention assessments and crisis intervention pursuant to 70 O.S. § 3311.4.

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Citation Releases (Non-Traffic)

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Norman Police Department with guidance on a citation to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic abuse, as outlined in the Domestic Abuse Policy.

This policy meets statutory requirements requiring the adoption of an arrest and alternatives to arrest policy pursuant to 11 O.S. § 34-107.

411.2 POLICY

The Norman Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation or promise to appear in court when authorized to do so.

411.3 PROHIBITIONS

The release of a suspected offender on a citation or promise to appear in court is not permitted when (22 O.S. § 190.1):

(a) An arrest warrant was issued on the charge and the court does not authorize release (22 O.S. § 190.1).

(b) The arrest was not subject to a warrant but the arrestee cannot post a required bail, or is not eligible for bail or pretrial release on the arrest charge. Examples of when a court may not allow bail or pretrial release include but are not limited to (22 O.S. § 1105.3):

1. Capital offenses.
2. Violent offenses, such as domestic abuse, robbery by force or fear, arson, or kidnapping.
3. Felony driving under the influence of an intoxicating substance.
4. Bail jumping or committing a new offense while on pre-trial release.
5. Felony sex offenses.
6. Out-of-county holds.
7. Possession of a firearm or other offensive weapon during the commission of a felony.
8. Stalking or violation of a victim protection order.
9. Controlled dangerous substances offenses where the maximum sentence may be at least 10 years' imprisonment.

Any questions as to whether a person is authorized for release on a citation or promise to appear should be referred to a supervisor.

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See the Domestic Abuse Policy for release restrictions related to those investigations.

411.4 RELEASE

An officer, or a private citizen, who has arrested a person on a misdemeanor charge or violation of a city ordinance may issue the person a citation to appear in court:

(a) Where the arrest was made by the officer or private citizen for an offense committed in his/her presence,

(b) Where the person acknowledges receipt of the citation by signing it,

(c) Where the person is a resident of the City of Norman or the Oklahoma City area, and

(d) Where the release is not prohibited by law or policy (22 O.S. § 209).

An officer or a private citizen who has arrested a person on a misdemeanor violation of a traffic ordinance will follow procedures identified in the *Traffic* policy.

411.5 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual's ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

411.5.1 BAIL FOR CITY OF NORMAN AND OKLAHOMA CITY AREA RESIDENTS

If a Norman, or Oklahoma City area, resident is arrested regarding a non-traffic citation (or for a traffic citation where the procedures for O.S. § 1115.1 do not apply), and the resident acknowledges receipt of the citation by signing it, the arresting officer shall immediately release the person unless:

(a) It reasonably appears that the person may cause injury to himself or others, or damage property if released,

(b) That the person will not appear in response to the citation, or

(c) The person has been arrested for an offense against a person or property

If a person is not released, he/she shall be allowed to post bail or released on personal recognizance. (11 O.S § 27-117.A)

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See attachment: Administrative Order.pdf

411.6 JUVENILE PROCEDURES

An officer who has arrested a juvenile solely for a misdemeanor crime identified by the City Attorney may release the juvenile upon issuance of signed promise to appear.

411.6.1 JUVENILE CONSIDERATIONS

In the following instances, juveniles shall not be allowed to be released upon a signed promise to appear in court:

(a) When it reasonably appears that the juvenile may cause injury to him/herself, others or to property if released,

(b) When it the arresting officer is unable to identify the juvenile with reasonable certainty, or

(c) When there is reason to believe that criminal conduct will continue if released.

in these cases, officers shall adhere to the Temporary Custody of Juveniles policy.

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Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Norman Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Norman Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol or, in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) As soon as practicable, contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed (47 O.S. § 6-202.1).

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

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412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving, may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
4. Honorary consular officers

412.4.1 STATE-REQUIRED REPORTING

When an officer contacts a vehicle operator and has probable cause to believe the person has committed a violation, and is presented a driver license issued by the DOS or the person otherwise claims immunities, the officer shall (47 O.S. § 6-202.1):

(a) Record all relevant information from any driver license or identification card.

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(b) Within five working days, forward the following to the Oklahoma Department of Public Safety:

1. A vehicle collision report if the driver was involved in a vehicle collision
2. A copy of any citation issued to the driver
3. If a citation was not issued to the driver, a written report of the incident

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

412.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability

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Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

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Rapid Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

413.2 POLICY

The Norman Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those who are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably possible, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to incidents at other locations.

When deciding on a course of action officers should consider:

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(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

(h) Whether to request Communications Division to initiate a public alert (see the Public Alerts Policy) to prevent additional potential victims from entering the area.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

413.5 PLANNING

The Operations Bureau Bureau Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

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(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

413.6 TRAINING

The Personnel/Training Division Commander should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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Immigration Violations

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Norman Police Department relating to immigration and interacting with federal immigration officials.

414.2 POLICY

It is the policy of the Norman Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, ethnicity, or national origin in any way that would violate the United States or Oklahoma constitutions.

414.4 DETENTIONS

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

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An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 SUPERVISOR RESPONSIBILITIES
When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification (22 O.S. § 171.2).

414.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

414.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 74 O.S § 20j):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

414.7.1 IMMIGRATION DETAINERS
No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

414.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

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Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigations Division supervisor assigned to oversee the handling of any related case. The Investigations Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

414.9 TRAINING

The Personnel/Training Division Commander should ensure officers receive training on this policy.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

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Utility Service Emergencies

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for addressing City utility service emergencies. This policy will address calls for service that are directed to the Police Department.

415.2 POLICY

It is the policy of the Norman Police Department to appropriately respond to City emergency utility service requests received by this department.

415.3 UTILITY SERVICE EMERGENCY

A current contact list of City personnel to be notified in the event of a utility service emergency should be available in Communications Division.

415.3.1 WATER LINES

The City's responsibility for water lines ends at the water meter; any break or malfunction in the water system from the water meter to a residence or business is the responsibility of the customer.

If a water line break occurs on the City side of the water meter, public works personnel should be notified as soon as practicable.

415.3.2 ELECTRICAL LINES

When a power line poses a hazard, a member of this department should be dispatched to the reported location to protect against personal injury or property damage that might be caused by the power line. The fire department, electric company and/or the public works department should be promptly notified, as appropriate.

415.3.3 RESERVOIRS, PUMPS, WELLS

In the event of flooding or equipment malfunctions involving City reservoirs, pumps or wells, the public works department should be contacted as soon as practicable.

415.3.4 NATURAL GAS LINES

All reports of a possible leak of natural gas or damage to a natural gas line shall promptly be referred to the fire department and the local entity responsible for gas lines. A member of this department should be dispatched to the reported location if it appears that assistance such as traffic control or evacuation is needed.

415.3.5 TRAFFIC SIGNALS

A member of this department should be dispatched upon report of a damaged or malfunctioning traffic signal in order to protect against personal injury or property damage that might occur as the result of the damaged or malfunctioning signal. The member will advise Communications Division of the problem with the traffic signal. The communications officer should make the necessary notification to the appropriate traffic signal maintenance agency as soon as practicable.

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A decision to place a signal on flash should include a consultation with the appropriate traffic signal maintenance agency, unless exigent circumstances exist.

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Aircraft Accidents

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

416.2 POLICY

It is the policy of the Norman Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

416.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

416.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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416.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA) and, when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

416.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Medical Examiner.

(d) Appropriate branch of the military, when applicable.

(e) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

416.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.

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- Evacuation chutes, ballistic parachute systems and composite materials.

416.8 DOCUMENTATION

All aircraft accidents occurring within the City of Norman shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of NPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

416.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

(d) Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(e) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(f) Acquire copies of any recordings from security cameras that may have captured the incident.

416.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) Detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) Names of all persons reporting the accident, even if not yet interviewed.

(e) Audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

416.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

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Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

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Field Training

417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Norman Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Police Training Officer (PTO).

417.2 POLICY

It is the policy of the Norman Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified PTOs.

417.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

(a) Issuance of training materials to each trainee at the beginning of his/her field training.

(b) Daily, weekly and monthly evaluation and documentation of t he trainee's performance.

(c) A multiphase structure that includes:

1. A formal evaluation progress report completed by the PTOs involved with the trainee and submitted to the PTO Commander.
2. Assignment of the trainee to a variety of shifts and geographical areas.
3. Assignment of the trainee to a rotation of PTOs in order to provide for an objective evaluation of the trainee's performance.

(d) The trainee's confidential evaluation of his/her assigned PTOs and the field training process.

(e) Retention of all field training documentation in the officer trainee's training file including:

1. All performance evaluations.
2. A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.

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417.4 PTO COMMANDER

The Chief of Police shall delegate certain responsibilities to an PTO Commander. The Commander shall be appointed by and directly responsible to the Operations Bureau Bureau Commander or the authorized designee.

The PTO Commander may appoint a PTO Coordinator or other designee to assist in the coordination of PTOs and their activities.

The responsibilities of the PTO coordinator include, but are not limited to:

(a) Assignment of trainees to PTOs.

(b) Conducting PTO meetings.

(c) Maintaining and ensuring PTO and trainee performance evaluations are completed.

(d) Maintaining, updating and issuing department training materials to each PTO and trainee.

(e) Developing ongoing training for PTOs.

(f) Mentoring and supervising individual PTO performance.

(g) Monitoring the overall performance of field training.

(h) Keeping the PTO Commander informed through monthly evaluation reports about the trainees' progress.

(i) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.

(j) Performing other activities as may be directed by the Operations Bureau Bureau Commander.

The PTO Commander and Coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

417.5 PTO SELECTION, TRAINING AND RESPONSIBILITIES

417.5.1 SELECTION PROCESS

The selection of a PTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

(a) Desire to be an PTO.

(b) Experience, which shall include a minimum of three years of patrol experience, two of which shall be with this department.

(c) Demonstrated ability as a positive role model.

(d) Successful completion of an internal oral interview process.

(e) Evaluation by supervisors and current PTOs.

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(f) Possession of, or ability to obtain, department-approved certification.

A PTO must remain in good standing and may be relieved from PTO duties due to discipline, inappropriate conduct or poor performance.

417.5.2 TRAINING

An officer selected as an PTO shall successfully complete the department-approved PTO course prior to being assigned as an PTO.

All PTOs must complete an PTO update course approved by this department every three years while assigned to the position of PTO.

417.5.3 TRAINING MATERIALS

The PTO shall receive training materials outlining the requirements, expectations and objectives of the PTO position. PTOs should refer to their training materials or the PTO coordinator regarding specific questions related to PTO or field training.

417.5.4 RESPONSIBILITIES

The responsibilities of the PTO include, but are not limited to:

(a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.

1. The PTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
2. The PTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.

(b) Reviewing daily performance with the trainee.

(c) Completing a written review on the performance of his/her assigned trainee on a daily basis.

(d) Completing additional detailed performance reviews and evaluations of his/her assigned trainee as required in the PTO Program.

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Air Support

418.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

418.2 POLICY

It is the policy of the Norman Police Department to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

418.3 REQUEST FOR AIR SUPPORT

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

418.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

(a) When the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.

(b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to officers or the community.

(c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.

(d) Vehicle pursuits.

(e) Pre-planned events or actions that require air support.

(f) Due to a request under an existing mutual aid agreement.

(g) When the Watch Commander or equivalent authority determines a reasonable need exists.

418.3.2 AREA AGENCY REQUEST

After consideration and approval of the request for air support, the Watch Commander or the authorized designee will call the closest agency having available air support and will apprise that agency of the specific details of the incident prompting the request.

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Contacts and Temporary Detentions

419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

419.2 POLICY

The Norman Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards. All temporary detentions and pat-down searches shall be documented as a Field interview or in an appropriate report.

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419.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Norman Police Department to strengthen community involvement, community awareness and problem identification.

419.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the officer.

419.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

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(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

419.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

419.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent.

419.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be retained in compliance with this policy.

419.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted following standard digital evidence procedures.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established retention schedule.

419.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

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419.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

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Criminal Organizations

420.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Norman Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

420.1.2 INTELLIGENCE

In order for information to be classified as "Criminal Intelligence" it must be:

(a) Evaluated/analyzed to determine that it is relevant to the identification of, and the criminal activity engaged in by, an individual/organization that is involved in criminal activity and,

(b) Meets the submission criteria for a Criminal Intelligence System as defined in 28 CFR Part 23.

Case management databases, tips and leads files, records management systems, criminal history records and other non-intelligence databases that are used and maintained by the Norman Police Department are not considered criminal intelligence databases, nor are they required to comply with 28 CFR Part 23.

420.2 POLICY

The Norman Police Department recognizes that certain criminal activities, including, but not limited to, gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

420.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

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A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

420.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Section. Any supporting documentation for an entry shall be retained by the Records Section in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Section are appropriately marked as intelligence information. The Records Supervisor may not purge such documents without the approval of the designated supervisor.

420.3.2 SUBMISSIONS TO THE OKLAHOMA STATE BUREAU OF INVESTIGATION'S CRIMINAL INTELLIGENCE UNIT

It is the designated supervisor's responsibility to approve all criminal intelligence submissions to the Criminal Intelligence Unit (CIU) of the Oklahoma State Bureau of Investigation (OSBI). This supervisor shall ensure (OAC 375:35-1-2; OAC 375:35-3-2):

(a) The information meets CIU's standard of reasonable suspicion of criminal activity (an experienced and trained officer's belief that there is a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise).

(b) The information was not gathered by illegal means.

(c) A current CIU form is used for the submission.

Members authorized to receive criminal intelligence information from CIU shall provide a signed receipt on a form provided by the OSBI. Each individual shall be responsible for maintaining the secrecy of the information, shall not make copies of the information and shall not disseminate the information in any form. Members shall notify the OSBI and their supervisors immediately upon notice of any court order concerning CIU intelligence information (OAC 375:35-3-3; OAC 375:35-3-4).

It is both the member's and the designated supervisor's responsibility to ensure such information is kept in a secure location with access limited to those officers assigned to the specific investigation which generated the need for the information. It is also the supervisor's responsibility to purge

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information upon the request of the OSBI and to confirm in writing to the OSBI that the information has been purged (OAC 375:35-3-4).

420.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of criminal intelligence system entries.

420.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

(a) Must only be included upon documented authorization of the responsible department supervisor.

(b) Should not be originals that would ordinarily be retained by the Records Section or Forensic Services/Property Section, but should be copies of, or references to, retained documents, such as copies of reports, FI forms, Communications Division records or booking forms.

(c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

420.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

420.5 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

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(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Personnel/Training Division Commander to train members to identify information that may be particularly relevant for inclusion.

420.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

420.7 CRIMINAL STREET GANGS

The Investigations Division supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above-average familiarity with 21 O.S. § 856.3.

(b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

420.8 REPORTS TO THE CHIEF OF POLICE

The Staff Services Bureau Bureau Commander shall complete and submit a monthly report to the Chief of Police regarding investigative reports and activities involving vice, drug and organized crime.

The Staff Services Bureau Bureau Commander should periodically brief the Chief of Police regarding sensitive investigations involving vice, drug, organized crime, and other major criminal activities.

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420.9 TRAINING

The Personnel/Training Division Commander should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multi-agency criminal intelligence system.

(c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.

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Watch Commanders

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Watch Commander and, as needed, an acting Watch Commander for each operational period.

421.2 POLICY

Each operational period will be directed by a Watch Commander capable of making decisions and managing in a manner consistent with the mission of the Norman Police Department.

421.3 DESIGNATION AS WATCH COMMANDER

An Operations Bureau supervisor will be designated for each operational period as a Watch Commander.

421.3.1 DEPARTMENTAL COMMUNICATIONS DEVICE

The Norman Police Department will furnish the on-duty Watch Commander with a unique mobile telephone (or other appropriate communication device). The phone, or other device, will be transferred from the on-duty Watch Commander to the on-coming Watch Commander when properly relieved. The on-duty Watch Commander is responsible for ensuring that the phone, or other device, is properly charged and in working order or for finding a replacement when as appropriate.

Commanders and other members of this department should have access to the designated phone number for direct communication with the Watch Commander. Media members, outside agencies, and citizens with service-related inquiries or complaints can be forwarded to the designated phone number when appropriate.

421.4 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall have overall responsibility and accountability for the operation of this department on an assigned operational period. The primary responsibility of the Watch Commander is to provide field representation for the Chief of Police to all major police operations within the City of Norman - especially those involving multiple divisions and/or occurring after normal business hours. Duties may include, but are not limited to:

(a) Ensuring sufficient members are on-duty to accomplish the mission of the Norman Police Department.

(b) Providing command-level oversight of major crime scenes, tactical situations or disasters.

(c) Establishing service-level priorities.

(d) Providing job-related training and guidance to subordinates.

(e) Acquiring outside resources or providing assistance to other agencies, when applicable.

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(f) Handling service inquiries or complaints from the public.

(g) Acting as the Public Information Officer when appropriate.

(h) Managing risk exposure.

(i) Ensuring the security of all department facilities.

(j) Ensuring the proper equipment and vehicles are available for member use.

(k) Representing the Department at community functions.

(l) Serving as a temporary Bureau Commander when so designated.

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Mobile Audio/Video

422.1 PURPOSE AND SCOPE

The Norman Police Department has equipped some law enforcement vehicles with Mobile Audio/Video (MAV) recording systems to provide records of events and to assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and MAV system - Synonymous terms that refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at a minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods and storage and retrieval methods and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio/video signals recorded or digitally stored on a storage device or portable media.

422.2 POLICY

It is the policy of the Norman Police Department to use mobile audio/video technology to more effectively fulfill the mission of the Department and to ensure these systems are used securely and efficiently.

422.3 OFFICER RESPONSIBILITIES

Prior to going into service with a vehicle that is equipped with a mobile audio/video system, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Norman Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or personal identification number (PIN) and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

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422.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the vehicle's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

422.4.1 REQUIRED ACTIVATION OF THE MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct within video or audio range:

1. Traffic stops (including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
2. Priority responses
3. Vehicle pursuits
4. Suspicious vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force
8. Pedestrian checks
9. Driving under the influence (DUI) investigations, including field sobriety tests
10. Consensual encounters
11. Crimes in progress
12. Responding to an in-progress call

(b) All self-initiated activity in which an officer would normally notify Communications Division

(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect, including:

1. Domestic abuse
2. Disturbance of the peace

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3. Offenses involving violence or weapons

(d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording

(e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

Activation of the MAV system is not required when exchanging information with other officers, during breaks or lunch periods, or when not in service or not actively on patrol.

422.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For the purpose of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

422.4.3 SURREPTITIOUS RECORDING

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

422.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Communications Division.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed.

(b) Logs reflect the proper chain of custody, including:

1. The tracking number of the MAV system media.
2. The date the media was issued.
3. The name of the department member or the vehicle to which the media was issued.
4. The date the media was submitted for retention.
5. The name of the department member submitting the media.
6. Holds for evidence indication and tagging as required.

(c) The operation of MAV systems by new members is assessed and reviewed no less than biweekly.

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When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved traffic collisions), a supervisor shall respond to the scene and ensure that the appropriate person properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

422.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the Department is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the Department, MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) By officers for use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct

(c) By a supervisor to assess officer performance

(d) To assess proper functioning of MAV systems

(e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation

(f) By department personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data, and reviews and uses such data for any purpose relating to his/her employment

(h) By court personnel through proper process or with the permission of the Chief of Police or the authorized designee

(i) By the media through proper process

(j) To assess possible training value

(k) For training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the command staff to determine if the training value outweighs the officer’s objection.

(l) As may be directed by the Chief of Police or the authorized designee

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Members desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Watch Commander. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

422.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was recorded. (See Administrative Communications policy)

Whether or not a recording was reviewed prior to making a report will be noted in the appropriate report.

422.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 90 days and disposed of in accordance with the established records retention schedule.

422.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

422.7.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense or to a potential claim against the officer or against the Norman Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

422.7.3 ACCESS CONTROL OF CRITICAL INCIDENT RECORDINGS

The Watch Commander is responsible for ensuring that any available audio/video recordings from critical incidents that are required to be locked from unauthorized access are identified, collected, uploaded to the appropriate storage system and locked to prevent unauthorized access (see the Report Preparation policy).

The Chief of Police,Bureau Commanders, Internal Affairs Unit investigators, and assigned system administrators shall have the capability to lock audio/video recordings.

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422.8 SYSTEM OPERATIONAL STANDARDS

(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.

(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.

(c) The MAV system may not be configured to record audio data occurring prior to activation.

(d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.

(e) Officers using digital transmitters that are synchronized to their individual MAVs shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.

(g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

422.9 MAV TECHNICIAN RESPONSIBILITIES

The Foresnic Video Technician will act as the MAV technician and is responsible for:

(a) Providing assistance in the management of all recorded media.

(b) Erasing of media:

1. Pursuant to a court order.
2. In accordance with the established records retention schedule.

(c) Ensuring that an adequate supply of recording media is available for duplication purposes.

(d) Ensuring the proper operation of the long-term storage that has been deemed to be of evidentiary value in accordance with the department protocols and the established records retention schedule.

422.10 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

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Mobile Data Computer Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Computer (MDC) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Communications Division.

423.2 POLICY

Norman Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks or communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

423.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages

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that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

423.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a communications officer should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a communications officer.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC.

423.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Watch Commander are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are handling a different emergency.

423.6 EQUIPMENT CONSIDERATIONS

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423.6.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Communications Division. It shall be the responsibility of the communications officer to document all information that will then be transmitted verbally over the police radio.

423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

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Portable Audio/Video Recorders

424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Norman Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

424.2 POLICY

The Norman Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

424.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

424.4 MEMBER RESPONSIBILITIES

Prior to going into service, if available, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable.

When using a recorder, the assigned member shall record his/her name, NPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user’s unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

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424.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview situations

(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which an officer would normally notify Communications Division

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

424.5.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

424.5.2 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Oklahoma law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (13 O.S. § 176.4).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

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424.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

424.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

424.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

It is the responsibility of the member to download all data and recordings taken during their shift into the designated department storage system before going off-duty unless otherwise approved by a supervisor.

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

(b) A complainant, victim or witness has requested non-disclosure.

(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.

(d) Disclosure may be an unreasonable violation of someone’s privacy.

(e) Medical or mental health information is contained.

(f) Disclosure may compromise an undercover officer or confidential informant.

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(g) The recording or portions of the recording may be protected under the Oklahoma Open Records Act (51 O.S. § 24A.8).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

424.7.1 ACCESS CONTROL OF CRITICAL INCIDENT RECORDINGS

The Watch Commander is responsible for ensuring that any available audio/video recordings from critical incidents are identified, collected, uploaded to the appropriate storage system and locked to prevent unauthorized access. The Chief of Police,Bureau Commanders, Internal Affairs Unit investigators, and assigned system administrators shall have the capability to lock audio/video recordings. (see the Report Preparation policy)

424.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report. The presence, or absence, of audio or video recordings - and whether or not a recording was reviewed prior to making a report - shall be documented in an appropriate report. (See Administrative Communications policy)

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief of Police or the authorized designee.

(d) When the recording was made as part of a field training session and the review is needed as part of the training process. Retention or use beyond the original training session should be requested following the established procedure for securing recordings for training needs.

(e) In compliance with a public records request, provided that all recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recorded files released in compliance with a public records request (51 O.S. § 24A.8):

1. Shall only be released after redaction or obscuring of specific portions of the recording that:

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(a) Depict the death of a person or a dead body.

(b) Depict any person who is nude.

(c) Identify minors under 16 years of age.

2. May have redaction or obscuring of specific portions of audio and video that reveal the identity of officers who become subject to internal investigation by the Department until the investigation has been concluded. After conclusion of the investigation and any disciplinary process, the unedited audio and video recordings shall be available for public inspection and copying. The unedited audio and video recordings shall be available for public inspection and copying before the conclusion of the investigation and disciplinary process if the investigation and disciplinary process lasts for an unreasonable amount of time.

424.8.1 DEVELOPMENTAL REVIEWS

In preparation for each quarterly counseling and annual evaluation supervisors shall complete a full review of no less than one, and no more than three, randomly selected recordings for any member either assigned, or routinely using, a recording device. The completion of this review shall be documented in the member's counseling or evaluation report. When necessary, the reviewing supervisor may take necessary steps to address or recognize actions of any member observed in the recording(s).

The limitation for review identified above shall not limit the supervisor's ability to review additional recordings when necessary including, but not limited to:

(a) Investigations of alleged misconduct,

(b) Reviewing uses of force,

(c) Completing early intervention reviews,

(d) As a part of a performance improvement plan, and

(e) Any necessary weekly field training reviews.

424.8.2 REVIEW AND REMOVAL OF UNINTENTIONAL PRIVATE RECORDINGS

To ensure the privacy and dignity of Norman Police Department employees and their families the following steps shall be followed to ensure proper handling of audio and/or video recordings unintentionally created by employees that are personal or private in nature.

(a) Any employee who is aware of recorded material that appears to contain unintentionally recorded private material should, through the use of the Professional Standards Reporting System, notify their supervisor of the recording.

(b) The supervisor will forward the notification through the employee’s chain of command to the Internal Affairs Unit. As the notification proceeds through the chain of command each receiving member shall indicate their receipt and notate any concerns they may have related to the request.

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(c) Upon receipt, a supervisor assigned to the Internal Affairs Unit, along with another supervisor, shall review the submitted request and determine if a record will be removed, restricted or redacted.

(d) The Internal Affairs Unit shall maintain a confidential file within the Professional Standards Reporting System containing all original requests for modification to recordings as well as documentation related to the outcome of each review. (See Administrative Communications policy)

(e) This policy in no way shall require the department or any member thereof to remove, restrict, or redact any material, including material deemed personally private in nature if it is related to potential criminal activity or policy related misconduct that may be subject to further investigation and/or action.

424.9 COORDINATOR

The Internal Affairs Unit is responsible for:

(a) Establishing procedures for the security, storage and maintenance of data and recordings.

(b) Establishing procedures for accessing data and recordings.

(c) Establishing procedures for logging or auditing access.

(d) Establishing procedures for transferring, downloading, tagging or marking events.

424.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 90 days.

Members who believe a recording may be of value to the Department for training should notify their supervisor. Upon review, the supervisor may forward the request to the Personnel/Training Division Commander who will determine if the recording should be retained for such purposes. If an involved employee objects to using the recording for departmental training needs, the employee should submit his/her objection to the Chief of Police for a final determination.

424.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

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Public Recording of Law Enforcement Activity

425.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

425.2 POLICY

The Norman Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

425.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officer, him/herself or others.

425.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an

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individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

425.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

425.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

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evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Forensic Services/Property Section Policy.

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Bicycle Patrol

426.1 PURPOSE AND SCOPE

This policy establishes guidelines for the Norman Police Department to safely and effectively use bicycle patrol for the purpose of enhancing field patrol efforts in the community.

426.2 POLICY

It is the policy of the Norman Police Department that patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize officer mobility and department visibility in the community.

426.3 OPERATIONS

Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas, and the quiet operation of the patrol bicycle can facilitate a tactical approach to crimes in progress. Patrol bicycles may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the bicycle patrol commander or the Watch Commander.

426.4 SELECTION

Interested officers who are off probation shall submit a Letter of Interest to the Operations Bureau Bureau Commander. A copy will be forwarded to the bicycle patrol commander. Qualified applicants will then be invited to an oral interview. The oral interview will be conducted by the bicycle patrol commander and a second person to be selected by the commander.

Interested officers shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance

(b) Special skills or training as it pertains to the assignment

(c) Good physical condition

(d) Willingness to perform duties using the bicycle as a mode of transportation

426.4.1 OFFICER RESPONSIBILITIES

Officers should operate the bicycle in compliance with the Oklahoma Highway Safety Code under normal operation, unless their duties require otherwise (47 O.S. § 11-1202).

Officers may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.

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Officers are exempt from the rules of the road while using an audible siren or warning lights under the following conditions (47 O.S. § 11-106):

(a) In response to an emergency call

(b) While engaged in rescue operations

(c) In the immediate pursuit of an actual or suspected violator of the law

426.4.2 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT

Officers operating a bicycle may exceed maximum speed limits and disregard regulations governing turning in specified directions without using audible and visual signals, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the suspect to:

1. Destroy or lose evidence of a suspected felony.
2. End a suspected continuing felony before the officer has obtained sufficient evidence to establish grounds for an arrest.
3. Evade apprehension or identification of the suspect or the vehicle of the suspect.

(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

426.5 BICYCLE PATROL COMMANDER

The Chief of Police shall delegate certain responsibilities to a bicycle patrol commander. The commander shall be appointed by and directly responsible to the Operations Bureau Bureau Commander or the authorized designee.

The Operations Bureau Bureau Commander may appoint a bicycle patrol coordinator to assist in the coordination of bicycle patrol officers and their activities.

The responsibilities of the coordinator include, but are not limited to:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.

(c) Inspecting, no less than every three months, bicycles that are not in active service and documenting that they are in serviceable condition.

(d) Scheduling maintenance and repairs.

(e) Evaluating the performance of bicycle patrol officers.

(f) Coordinating activities with the Operations Bureau Bureau.

(g) Other activities as required to maintain the efficient operation of bicycle patrol.

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426.6 PATROL BICYCLE

Bicycle patrol officers will be assigned a specially marked and equipped patrol bicycle, attached gear bag, two batteries and a charger.

Patrol bicycles shall be primarily black or white in color with a “Police” decal affixed to each side of the crossbar or the bicycle’s gear bag. Every patrol bicycle shall be equipped with:

(a) Front and rear reflectors.

(b) A siren and horn.

(c) A steady or flashing blue and red warning light that is visible from the front, sides or rear of the bicycle.

(d) A rear rack and/or gear bag sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage and citations.

(e) A gear bag that shall include a first-aid kit, tire pump, repair tool, tire tube, security lock, high-visibility vest and equipment information and use manuals. These items are to remain with/on the patrol bicycle at all times.

Patrol bicycles shall be properly secured when not in the officer’s immediate presence.

426.6.1 TRANSPORTING THE PATROL BICYCLE

The patrol bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a law enforcement vehicle push-bumper is discouraged.

If a vehicle carrying a patrol bicycle becomes involved in a pursuit, they should disengage from the pursuit once another marked vehicle is available to take their place.

426.6.2 MAINTENANCE

(a) Bicycle patrol officers shall conduct an inspection of the patrol bicycle and equipment prior to use to ensure proper working order of the equipment.

(b) Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

1. Each patrol bicycle will have scheduled maintenance twice yearly to be performed by a repair shop or technician approved by the Department.

(c) Officers shall not modify the patrol bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the bicycle patrol commander, or in the event of an emergency.

(d) If a needed repair is beyond the ability of the bicycle patrol officer, a repair work order will be completed and forwarded to the commander for repair by a technician approved by the Department.

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(e) Patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty.

1. During prolonged periods of nonuse, each bicycle patrol officer assigned a patrol bicycle shall periodically rotate the batteries on the respective chargers to increase battery life.

(f) At the end of a patrol bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

426.7 UNIFORMS AND EQUIPMENT

Officers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt, with Norman Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather and turtleneck shirts or sweaters when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment should include, but is not limited to, department-approved helmet, a radio headset and microphone, riding gloves, protective eyewear and approved footwear.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

426.8 TRAINING

Officers must complete an initial department-approved bicycle-training course prior to assignment to bicycle patrol. Thereafter, bicycle patrol officers should receive twice yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include:

(a) Bicycle patrol strategies.

(b) Bicycle safety and accident prevention.

(c) Operational tactics and techniques using bicycles.

Bicycle patrol officers will be required to train and qualify with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.

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Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the Norman Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

427.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Norman Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Support Bureau Commander. The Support Bureau Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

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(e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

(g) ALPR may be used in conjunction with the Uninsured Vehicle Enforcement Program upon approval of the Chief of Police and in accordance with 47 O.S. § 7-606.1.

427.5 DATA COLLECTION AND RETENTION

The Support Bureau Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

427.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Norman Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

427.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

(a) The agency makes a written request for the ALPR data that includes:

1. The name of the agency.
2. The name of the person requesting.

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3. The intended purpose of obtaining the information.

(b) The request is reviewed by the Support Bureau Commander or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

427.7.1 UNINSURED VEHICLE ENFORCEMENT PROGRAM DATA

Information required for prosecutions may be released through sworn affidavits in conjunction with the Uninsured Vehicle Enforcement Program (47 O.S. § 7–606.1).

Data related solely to the Uninsured Vehicle Enforcement Program shall be retained as evidence of a violation of the Compulsory Insurance Law, but should be purged when no longer needed as evidence of the offense. Data related solely to the Uninsured Vehicle Enforcement Program shall not be sold or shared in manner that is not authorized by 47 O.S. § 7–606.1.

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Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes a liaison to the homeless community, addresses the responsibilities of the department member appointed to act as a liaison to the homeless, and details the need for special protection and services for homeless persons.

428.2 POLICY

It is the policy of the Norman Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Norman Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

428.3 LIAISON TO THE HOMELESS COMMUNITY

The Chief of Police shall delegate certain responsibilities to a liaison to the homeless community. The liaison shall be appointed by the Chief of Police and shall be directly responsible to the Uniform Support Division Commander or the authorized designee.

The responsibilities of the liaison include, but are not limited to:

(a) Maintaining and making available to all department members a list of assistance programs and other resources that are available to homeless persons.

(b) Meeting with social services and representatives of other organizations that render assistance to the homeless community.

(c) Maintaining a list of the areas within and near the jurisdiction of this department that are used as frequent homeless encampments.

(d) Remaining abreast of laws dealing with homelessness, including personal property rights.

(e) Being present during any clean-up operation conducted by this department that involves the removal of personal property of the homeless. This is to ensure that the established rights of the homeless are not violated.

(f) Developing training to assist members in understanding current legal and social issues relating to the homeless.

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428.4 FIELD CONTACTS

Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person's welfare. Officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges.

Officers should provide homeless persons with resources and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.4.1 CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

(a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Documenting locations the person may frequent.

(c) Providing victim/witness resources, when appropriate.

(d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.

(e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.

(f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.

(g) Whether the person may be an adult abuse victim and, if so, proceed in accordance with the Adult Abuse Policy.

428.5 MENTAL HEALTH ISSUES

When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under an emergency detention when facts and circumstances reasonably indicate such a detention is warranted (see the Emergency Detentions Policy).

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428.6 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor's responsibility to coordinate its removal and safekeeping.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the homeless liaison. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the liaison.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the liaison to address the matter in a timely fashion.

428.7 ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or City departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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Medical Aid and Response

429.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

429.2 POLICY

It is the policy of the Norman Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Communications Division and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Communications Division with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex, and age, if known.
4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment and should defer medical decisions to the appropriate medical personnel.

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429.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

429.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with an emergency detention in accordance with the Emergency Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

429.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

429.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are

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victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Operations Bureau Bureau Commander should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members shall follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during the landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

429.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

429.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Personnel/Training Division Commander who is responsible for ensuring appropriate maintenance.

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Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Communications Division as soon as possible and request response by EMS.

429.8.2 AED REPORTING
Any member using an AED will complete an incident report detailing its use.

429.8.3 AED TRAINING AND MAINTENANCE
The Personnel/Training Division Commander should ensure appropriate training is provided to members authorized to use an AED.

The Personnel/Training Division Commander is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

429.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members who have received training approved by the Personnel/Training Division Commander may administer, without a prescription, opioid overdose medication when encountering an individual exhibiting signs of an opiate overdose. (63 O.S. § 1-2506.1).

429.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES
Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable. Any unserviceable medication or administration equipment should be removed from service and given to the Personnel/Training Division Commander.

429.9.2 OPIOID OVERDOSE MEDICATION REPORTING
Any member administering opioid overdose medication should detail its use in an appropriate report and the Professional Standards Reporting System.

429.9.3 OPIOID OVERDOSE MEDICATION TRAINING
The Personnel/Training Division Commander should ensure training is provided to members authorized to administer opioid overdose medication.

429.10 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

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Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

429.11 ADMINISTRATION OF EPINEPHRINE

Members may administer epinephrine in accordance with protocol specified by the physician who prescribed the medication for use by the member.

429.11.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Personnel/Training Division Commander.

Any member who administers epinephrine should contact Communications Division as soon as possible and request response by EMS.

429.11.2 EPINEPHRINE REPORTING

Any member administering epinephrine should detail its use in an appropriate report.

429.11.3 EPINEPHRINE TRAINING

The Personnel/Training Division Commander should ensure that training is provided to members authorized to administer epinephrine.

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First Amendment Assemblies

430.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

430.2 POLICY

The Norman Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

430.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets, or walkways, generally have the right to assemble, rally, demonstrate, protest, or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life, and to prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones, or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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430.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION
Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions, assistance in evaluating department performance, serving as training material, recording the use of dispersal orders and facilitating a response to allegations of improper law enforcement conduct.

Photographs, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

430.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to:

- Location.
- Number of participants.
- Apparent purpose of the event.
- Leadership (whether it is apparent and/or whether it is effective).
- Any initial indicators of unlawful or disruptive activity.
- Indicators that lawful use of public facilities, streets or walkways will be impacted.
- Ability and/or need to continue monitoring the incident.

Initial assessment information should be promptly communicated to Communications Division, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

430.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

430.5.1 INFORMATION GATHERING AND ASSESSMENT
In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

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- The potential time, duration, scope and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

430.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multi-jurisdictional event.

(g) An established liaison with demonstration leaders and external agencies.

(h) An established liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

(t) Parameters for the use of body-worn cameras and other portable recording devices.

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430.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

430.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

430.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

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Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

430.8 ARRESTS

The Norman Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

430.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

430.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

430.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include:

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(a) Operational plan.

(b) Any incident logs.

(c) Any assignment logs.

(d) Vehicle, fuel, equipment and supply records.

(e) Incident, arrest, use of force, injury and property damage reports.

(f) Photographs, audio/video recordings, Communications Division records/tapes.

(g) Media accounts (print and broadcast media).

430.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used, to include:

(a) Date, time and description of the event.

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs).

(c) Problems identified.

(d) Significant events.

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

430.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

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Civil Disputes

431.1 PURPOSE AND SCOPE

This policy provides members of the Norman Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Abuse Policy will address specific legal mandates related to domestic abuse court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Oklahoma law.

431.2 POLICY

The Norman Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

431.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While the following is not intended to be an exhaustive list, members should give consideration to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice; however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

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431.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

431.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

431.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

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431.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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Suspicious Activity Reporting

432.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

432.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Race, ethnicity, national origin or religious affiliation should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include, but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

432.2 POLICY

The Norman Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

432.3 RESPONSIBILITIES

The Staff Services Bureau Bureau Commander and the authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Staff Services Bureau Bureau Commander include, but are not limited to:

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(a) Remaining familiar with those databases available to the department that would facilitate the purpose of this policy.

(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage community members to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

432.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about the involved parties and the circumstances of the incident. If, during any investigation an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

432.5 HANDLING INFORMATION

The Records Section will forward copies of SARs, in a timely manner, to:

- An Investigations Division supervisor.
- The Crime Analysis unit.
- Other authorized designees.

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Medical Marijuana

433.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of marijuana under Oklahoma's medical marijuana laws (63 O.S. § 420 et seq.; OAC 310:681-1-4 et seq.).

433.1.1 DEFINITIONS

Definitions related to this policy include:

Allowable amount - A licensee is able to have possession of the following (63 O.S. § 420):

(a) Up to 3 ounces of marijuana on the licensee's person

(b) 6 mature marijuana plants

(c) 6 seedling plants

(d) 1 ounce of concentrated marijuana

(e) 72 ounces of edible marijuana

(f) Up to 8 ounces of marijuana in the licensee's residence.

Licensee – A person who has been properly issued a medical marijuana license by the Oklahoma State Department of Health (OSDH) (OAC 310:681-1-4).

Medical marijuana – Marijuana that is grown, processed, dispensed, tested, possessed, or used for a medical purpose (OAC 310:681-1-4).

Medical marijuana concentrate – A substance obtained by separating cannabinoids from any part of the marijuana plant by physical or chemical means and that delivers a product with a cannabinoid concentration greater than the raw plant material from which it is derived (OAC 310:681-1-4).

433.2 POLICY

It is the policy of the Norman Police Department to prioritize resources to avoid making arrests related to marijuana that the arresting officers reasonably believes would not be prosecuted by state or federal authorities.

Oklahoma medical marijuana laws are intended to provide protection from prosecution to those who possess medical marijuana to mitigate the symptoms of a medical condition for which the medical marijuana provides therapeutic or palliative benefits. However, Oklahoma medical marijuana laws do not affect federal laws, and there is no medical exception under federal law for the possession or distribution of marijuana. The Norman Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Oklahoma law and the resources of the Department.

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433.3 INVESTIGATION

Investigations involving the possession, delivery, production, or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.

(b) Investigations when a medicinal claim is made by a licensee.

(c) Investigations when a medicinal claim is made by a non-licensee.

433.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production, or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal claim may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

433.3.2 INVESTIGATIONS INVOLVING MEDICINAL CLAIM BY LICENSEE

Officers should not take enforcement action against a person for possession of marijuana when the person presents a license issued by the OSDH and is in possession of the allowable amount of medical marijuana. Officers may utilize the system established by the OSDH to confirm the authenticity and validity of the person's license (OAC 310:681-2-7).

When a person makes a medicinal claim and has an allowable amount of medical marijuana but does not have a license in his/her possession, if the officer can otherwise determine the person is a valid license holder, no enforcement action should be taken.

433.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

(a) Because enforcement of medical marijuana laws can be complex, time-consuming, and can call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at another time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. Any other relevant factors exist, such as limited available department resources and time constraints.

(b) Whenever the initial investigation reveals an amount of marijuana greater than that specified by law, officers should consider and document, in anticipation of an affirmative defense:

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1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Whether the marijuana is being cultivated indoors or outdoors, the climate.

(c) Before proceeding with enforcement related to dispensaries, commercial growers, or processors, officers should consider conferring with appropriate legal counsel.

(d) Possession of up to one and one half (1.5) ounces of marijuana by persons who can state a medical condition, but who are not in possession of a state-issued medical marijuana license, is a misdemeanor offense with a fine prescribed by 63 O.S. § 420(B).

(e) Under these circumstances, an arrest shall not be made and a citation shall be issued unless there has been a violation of another provision of law (63 O.S. § 420(B)).

433.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

433.5 EVIDENCE

433.5.1 MEMBER RESPONSIBILITIES

(See *Forensic Services/Property Section* policy)

433.5.2 FORENSIC SERVICES/PROPERTY SECTION SUPERVISOR RESPONSIBILITIES

(See *Forensic Services/Property Section* policy)

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Chapter 5 - Traffic Operations

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Traffic

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the Norman Police Department to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Department will be driven by such factors as the location and/or number of traffic collisions, citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for department members. State and local data on traffic collisions are a valuable resource. Factors for analysis include, but are not limited to:

- Location.
- Time.
- Day.
- Violation factors.
- Requests from the public.
- Construction zones.
- School zones.
- Special events.

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic collisions, and also will consider the hours and locations where traffic collisions tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic collisions frequently occur.

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500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of arrests or citations issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic collisions (22 O.S. § 1115.1; 22 O.S. § 1115.1A).

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a non-hazardous, non-moving or minor violation was inadvertent. Generally, all warnings should be written on the appropriate form.

500.4.2 CITATIONS

Generally, citations should be issued when a member believes it is appropriate. A citation shall be issued to release a person who is arrested solely for a misdemeanor violation of a state traffic law or a municipal traffic ordinance, if (11 O.S. § 27-117; 11 O.S. § 27-117.1; 11 O.S. § 28-114.1; 22 O.S. § 1115.1; 22 O.S. § 1115.1A):

(a) The arrested person has been issued a valid license to operate a motor vehicle by Oklahoma or another state that is a participant in the Nonresident Violator Compact or any party jurisdiction of the Nonresident Violator Compact.

(b) The officer is satisfied as to the identity of the arrested person.

(c) The arrested person signs a written promise to appear, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) The violation does not constitute an offense for which a physical arrest should be made.

When issuing a citation for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, the arresting officer shall include on the citation:

- An explanation of the violation or charge.
- The court appearance procedure, including the optional or mandatory appearance by the motorist.
- A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.
- Notice that failure to timely appear for arraignment will result in the suspension of his/her driving privilege and driver license in Oklahoma or, for nonresidents, pursuant to the Nonresident Violator Compact (47 O.S. § 790).

500.4.3 PERSONS ELIGIBLE FOR RELEASE UPON PERSONAL RECOGNIZANCE

When a citation is issued to a person who is licensed from another jurisdiction that is not a party of the Nonresident Violators Compact, that person may be eligible for release by the issuing officer

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upon personal recognizance in accordance with GO 1608 . To be eligible a driver must have a valid license (even if it is expired) regardless of the issuing jurisdiction. However, drivers who are cited for Driving Under Suspension, Driving Under Revocation, or Driving Under Cancellation should post bond on all charges and citations being issued.

500.4.4 PHYSICAL ARREST
Physical arrest should be made on a number of criminal traffic offenses. These cases usually deal with, but are not limited to (22 O.S. § 1115.1; 22 O.S. § 1115.1A):

(a) A felony.

(b) Negligent homicide.

(c) Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) Eluding or attempting to elude a law enforcement officer.

(e) Operating a motor vehicle without having been issued a valid driver license, or while the driving privilege and driver license is under suspension, revocation, denial or cancellation.

(f) An arrest based upon an outstanding warrant.

500.4.5 PUBLIC CARRIERS AND COMMERCIAL VEHICLES
Public carriers, commercial vehicles and other vehicles for which a commercial driver license is required should be handled in accordance with state law, which may include issuance of citations, warnings or other appropriate actions.

500.4.6 ANNOTATED OR MULTIPLE CITATIONS
All violations should be annotated unless the member believes a single citation is sufficient.

Multiple citations should only be utilized when the violations are flagrant, are not included as elements in another cited violation, and shall not be used as punishment.

500.4.7 GRACE PERIOD
A grace period of at least 30 days should be observed when a new law is implemented or when a traffic control device is installed, unless the violation is flagrant or dangerous.

500.4.8 PEDESTRIANS, BICYCLES OR NON-REGISTERED CONVEYANCES
Violations of traffic laws involving pedestrians, bicycles or other non-registered conveyances should be cited based upon local ordinances. The age and ability of the pedestrian, bicycle rider or other user should be considered in issuing citations.

500.5 SUSPENDED OR REVOKED LICENSES
If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic citation or make an arrest as appropriate.

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500.6 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic or by maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

500.6.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the department member or when the member will be exposed to the hazards of passing traffic or will be maneuvering or operating vehicles, machinery and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, traffic collision investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

500.6.2 CARE AND STORAGE

High-visibility vests shall be maintained in each patrol and investigation vehicle, in the side box of each police motorcycle and in the gear bag of each patrol bicycle. Each vest should be stored inside a resealable plastic bag to protect and maintain the vest in a serviceable condition. Before going into service, each member shall ensure that a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The Personnel/Training Division Commander should be promptly notified whenever the supply of vests needs replenishing.

500.7 HAZARDOUS CONDITIONS

Officers encountering hazardous road conditions should assess the severity of the hazard and take appropriate action, including but not limited to:

(a) Notifying the department responsible for maintaining that section of the road.

(b) Removing the hazard from the roadway if possible to do so in a safe manner.

(c) Placing a warning device around the hazard to warn oncoming traffic.

(d) When practicable, and safe to do so, positioning a patrol car to warn oncoming traffic and direct the traffic around the hazard.

500.8 VEHICLE CHECKPOINTS

The Uniform Support Division Commander may establish guidelines for roadside vehicle checkpoints based upon reasonable criteria (e.g., holidays, traffic injuries or fatalities, community

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requests). Operational decisions should be made by supervising officers. Guidelines for checkpoints should include, but are not limited to:

(a) Reasonable location and duration.

(b) Neutral criteria for stopping motorists.

(c) Clear indicators of the official nature of the checkpoint.

(d) Clearly identified officers and equipment.

(e) Adequate safety precautions.

(f) Minimal detention of motorists.

(g) Advance public notice.

500.9 TRAFFIC STOPS

Officers shall perform traffic stops only when there is an articulable reason to do so. The safety of the officer, the driver of the vehicle and the public shall be considered prior to the conducting a traffic stop.

Traffic stops should be performed by a uniformed on-duty officer. This does not preclude non-uniformed officers from conducting traffic stops for hazardous violations.

Officers initiating a traffic stop shall follow department-approved safety procedures, which may include:

(a) Contacting or electronically notifying dispatch, when practicable, regarding the location, and vehicle registration prior to the stop.

(b) Activating the emergency lights and siren as necessary.

(c) Directing the vehicle to a tactically safe location to conduct the stop.

(d) Positioning the department vehicle to maximize officer safety.

(e) Approaching the vehicle and interacting with occupants in accordance with department-approved procedures.

(f) Calling for backup when warranted.

500.9.1 OVERTAKING

Due to the danger of significant property damage, injury, or death involved in conducting traffic stops on crowded streets and highways, officers must be aware of the risk of harm that is created as a result of exceeding the posted speed limit with or without the use of emergency warning lights and siren.

Subject to the duty to drive with due regard for life and property, an officer may exceed the speed limit to overtake a traffic violator. Emergency warning lights and siren, however, will be used in overtaking a suspect vehicle unless the officer can articulate:

(a) The particular circumstances making the use of emergency warning lights and siren unnecessary for the safety of the public and property; or

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(b) Knowledge that the officer's presence will cause the violator to evade apprehension or identification of the violator or their vehicle.

A non-specific or general belief that a violator will evade contact or that traffic conditions do not permit the use of emergency warning lights and siren is not sufficient to deviate from this requirement.

500.10 TRAFFIC CONTROL

Members of the Norman Police Department may control traffic using department-approved temporary traffic control devices and uniform hand signals and gestures for manual traffic direction:

(a) At public events.

(b) At the scene of traffic collisions.

(c) At the scene of fires or other emergencies.

(d) During periods of adverse road and/or weather conditions.

(e) When circumstances warrant the manual operation of traffic control devices.

(f) As required by other road or traffic conditions.

500.11 ESCORT SERVICES

All requests for escort services provided by the Norman Police Department shall be approved by the Chief of Police or the authorized designee.

If a request is granted, the Uniform Support Division Commander shall be responsible for:

(a) Identification of required department resources.

(b) Coordination with outside agencies.

(c) Identification of safety and security risks.

(d) Reasonable precautions to ensure public safety.

Only vehicles equipped with emergency lights and sirens shall be used to provide escort services.

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Traffic Collisions

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic collisions.

501.2 POLICY

It is the policy of the Norman Police Department to respond to traffic collisions and render or summon aid to injured victims as needed. The Department will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of collisions by attempting to identify the cause of the collision and through enforcing applicable laws. Unless restricted by law, traffic collision reports will be made available to the public upon request.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be notified when the incident is within the jurisdiction of this department and there is:

(a) A life-threatening injury

(b) A fatality

(c) A City vehicle involved

(d) A City official or employee involved

(e) Involvement of an on- or off-duty member of this department.

The Watch Commander should be notified when the incident is within another jurisdiction and there is:

(a) A City of Norman vehicle involved

(b) A City of Norman official involved

(c) Involvement of an on-duty member of this department.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

(a) (a) Traffic direction and control.

(b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.

(c) First aid for any injured parties if it can be done safely.

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(d) The potential for involvement of hazardous materials.

(e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, hazardous materials response, tow vehicles).

(f) Clearance and cleanup of the roadway.

(g) Control of property belonging to collision victims. If the vehicle is towed at the direction of the member, property will be handled in accordance with the Vehicle Towing and Forensic Services/Property Section policies.

501.3.2 SUSPENDING OR HOLDING NON-INJURY MOTOR VEHICLE COLLISION CALLS FOR SERVICE

The Watch Commander may determine that officers will not respond to non-injury motor vehicle collisions when certain conditions arise in which personnel staffing and/or safety are a concern. On-duty patrol supervisors and communications personnel will be notified of the beginning and ending times when this provision is implemented. These conditions include:

(a) Three or more officers are actively assigned to non-injury motor vehicle collisions,

(b) Inclement weather,

(c) Special events, or

(d) Other extraordinary circumstances

During the time this provision is in effect, officers will not be dispatched to non-injury motor vehicle collisions and citizens will be advised to exchange information and remove vehicles from the roadway. Forms to aid in the exchange of information are available from the Records Section or from the Oklahoma Department of Public Safety website.

Non-injury hit-and-run collisions will be responded to only if suspect information is available.

501.4 NOTIFICATION

If a traffic collision involves a life-threatening injury or fatality, the responding officer shall notify a supervisor or, if unavailable, the Watch Commander. The Watch Commander or any supervisor may assign a traffic investigator or other appropriate personnel to investigate the incident. The Watch Commander will ensure notification is made to the Uniform Support Division Commander and the Chief of Police in accordance with the Major Incident Notification Policy.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Medical Examiner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic collision should not be released until notification is made to the victim's immediate family.

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501.5 MINIMUM REPORTING REQUIREMENTS

A written collision report shall be taken when:

(a) A fatality, any injury (including complaint of pain) or total property damage of $500 or more is involved (47 O.S. § 40-102).

(b) Driving under the influence is involved.

(c) The collision involves a hit-and-run where there is a probability of identifying the driver that left the scene or when requested by an involved party.

(d) An on-duty member of the City of Norman is involved.

(e) The collision results in any damage to any City-owned or leased vehicle.

(f) The collision involves any other public agency driver or vehicle.

(g) There is damage to public property.

(h) There is damage to any vehicle to the extent that towing is required.

(i) Prosecution or follow-up investigation is contemplated.

(j) Hazardous materials are involved.

(k) The persons in the collision are involved in a disturbance or dispute regarding the facts of the collision.

(l) Directed by a supervisor.

501.5.1 PRIVATE PROPERTY

Generally, reports should not be taken when a traffic collision occurs on private property unless it involves an injury or fatality, a hit-and-run, DUI/APC, or the vehicle is the property of the state or a political subdivision of the state. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles. (47 O.S. § 10-108 and 47 O.S. § 40-102)

501.5.2 CITY VEHICLE INVOLVED

A traffic collision report shall be taken when a City vehicle is involved in a traffic collision that results in property damage or injury.

Whenever there is damage to a City vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Bureau Commander. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

501.5.3 INJURED ANIMALS

Department members should refer to the Animal Control Policy when a traffic collision involves the disposition of an injured animal.

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501.6 INVESTIGATION

When a traffic collision meets minimum reporting requirements the investigation should include, at a minimum:

(a) Identification and interview of all involved parties.

(b) Identification and interview of any witnesses.

(c) A determination of whether a violation of law has occurred and the appropriate enforcement action.

(d) Identification and protection of items of apparent evidentiary value.

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

The Uniform Support Division Commander or on-duty Watch Commander may request that the Oklahoma Department of Public Safety (DPS) or other outside law enforcement agency investigate and complete a traffic collision investigation when a life-threatening injury or fatal traffic collision occurs within the jurisdiction of the Norman Police Department and involves an on- or off-duty member of the Department.

Department members shall promptly notify a supervisor when any department vehicle is involved in a traffic collision in another jurisdiction. The collision investigation and report shall be completed by the agency having jurisdiction.

501.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the collision, authorized members should issue a citation or arrest the offending driver, as appropriate. (47 O.S. § 16-109.1)

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.7.1 FATALITY COLLISIONS

Any driver of a vehicle involved in a collision, who could be cited for any traffic offense, which results in immediate death or great bodily injury of any person (as defined in 21 O.S. § 646.B) shall submit to drug and alcohol testing as soon as practicable after the collision occurs. The procedures in 47 O.S. § 752 shall be followed to determine the presence of alcohol or controlled dangerous substances in the driver's system. (47 O.S. § 10-104)

501.7.2 PRIVATE PROPERTY ENFORCEMENT

The following violations may be enforced when motor vehicle collisions occur on public access private property or on a private road, driveway or parking area:

(a) Leaving the scene of a motor vehicle collision

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(b) DUI/APC

(c) Reckless Driving

(d) Careless Driving

(e) Improper Backing

(f) Speed too Fast for Conditions

(g) Failure to Provide SecurityVerification

501.8 REPORTS

Department members shall utilize forms approved by the DPS as required for the reporting of traffic collisions. All such reports shall be forwarded to the Records Section for filing.

501.8.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

501.8.2 UNIFORM SUPPORT DIVISION COMMANDER RESPONSIBILITIES

The responsibilities of the Uniform Support Division Commander include, but are not limited to:

(a) Ensuring that reports of traffic collisions are forwarded to the DPS pursuant to 47 O.S. § 40-102.

(b) Ensuring the monthly and quarterly reports on traffic collision information and statistics are forwarded to the Operations Bureau Bureau Commander or other persons as required.

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Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 POLICY

The Norman Police Department will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Communications Division to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (47 O.S. § 955).

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

502.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by having the vehicle towed.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, an officer should consider reasonable alternatives. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where leaving a vechile at the scene should be considered:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.
- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

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502.5 AUTHORITY FOR TOWING VEHICLES

Officers are authorized to order towing of vehicles when (47 O.S. § 955):

(a) A report has been made that the vehicle has been stolen or taken without the consent of its owner or the officer has reason to believe the vehicle has been stolen pursuant to 47 O.S. § 4-105.

(b) There is reason to believe the vehicle has been abandoned as defined in 47 O.S. § 901 and 47 O.S. § 902.

(c) The person driving or in control of the vehicle is arrested for an alleged offense for which the officer is required by law to take the person arrested or summoned before a proper magistrate without unnecessary delay.

(d) At the scene of a collision, the owner or driver is not in a position to take charge of the vehicle and direct or request its proper removal.

(e) The officer has probable cause that the person operating the vehicle has not been granted driving privileges or that the person's driving privileges have been suspended, revoked, canceled, denied or disqualified.

(f) The officer has probable cause that the vehicle has been used in the commission of a felony offense and the officer has obtained a search warrant authorizing the search and seizure of the vehicle.

(g) The vehicle is involved in a fatal motor vehicle collision and is needed for evidentiary purposes.

502.5.1 AUTHORITY TO IMPOUND

Members are authorized to remove and impound vehicles in accordance with the requirements of city ordinance. (Chapter 20, Code of Ordinances, Art. 7 § 20-701 et. seq.)

502.6 RECORDS

Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.6.1 VEHICLE IMPOUND REPORT

Department members towing a vehicle shall complete a vehicle impound report. The report should be submitted to the Records Section as soon as practicable after the vehicle is towed. This will include the towing of any vehicle from private property based on a signed complaint by a third party.

502.6.2 NOTICE OF TOW

As soon as practicable, and in any event within 72 hours of a vehicle being towed, the Records Section shall send a notice of tow to the Department of Public Safety using the approved Oklahoma Motor Vehicle Impound Report (47 O.S. § 903).

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502.7 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

502.7.1 ROTATION LOGS

The Department shall keep rotation logs on all requested tows unless there are an insufficient number of licensed wrecker or towing services available to rotate after a competitive bid process. Rotation logs shall be made available for public inspection upon request (47 O.S. § 952).

Calls made from cell phones or two-way radios by department members to any wrecker service shall be listed on the rotation or call logs and made available for public inspection.

A wrecker service shall not be removed from rotation without notification to the wrecker operator stating the reason for removal from the rotation log. A notification for removal from a rotation log shall be mailed to the wrecker service owner at least 10 days before removal and shall state the procedure and requirements for reinstatement.

502.8 VEHICLE INVENTORY

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed containers located either within the vehicle or any of the vehicle's compartments will be opened for inventory purposes.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping.

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These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

502.10 RELEASE OF IMPOUNDED VEHICLES

Vehicles impounded at the direction of officers shall not be released to an owner without presenting a valid state identification, verifying through the Records Section that there is no hold on the vehicle for evidence, and ensuring that any associated bonds have been posted.

Members shall not authorize the release of vehicles when there is a legitimate reason to preserve the secured status of an impounded or stored vehicle, including but not limited to:

(a) Outstanding unpaid parking tickets for which bond has not been posted (Code of Ordinances 20-704).

(b) Forfeiture proceedings under the Uniform Controlled Dangerous Substances Act (63 O.S. § 2-506).

(c) Evidentiary proceedings.

(d) The vehicle was used in the commission of a felony offense (47 O.S. § 955).

In the event an officer determines a need exists to preserve the secured status of an impounded or stored vehicle, the officer may direct the operator of the towing service or storage facility to place a hold on the vehicle.

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Vehicle Tow Hearings

503.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for vehicle tow hearings.

503.2 POLICY

When an abandoned or wrecked vehicle is towed at the direction of any member of the Norman Police Department, a hearing will be conducted upon written request pursuant to 47 O.S. § 903A.

503.3 HEARING OFFICER

The Chief of Police will identify the person who will act as a hearing officer when the decision of a member to tow a vehicle is contested. The hearing officer in any case must be a person other than the member who directed the vehicle to be towed.

503.4 HEARING PROCESS

The registered or legal owner of the vehicle or his/her agent may request a hearing when a vehicle is towed or stored at the direction of any member of the Norman Police Department (47 O.S. § 903A).

A timely requested hearing shall be scheduled within 72 hours of the request, excluding weekends and holidays. If the registered or legal owner consents, the hearing may be conducted via a telephone conference call.

Any relevant evidence may be submitted and reviewed by the hearing officer to determine the validity of the tow or storage of the vehicle.

Failure of either the registered or legal owner, or his/her agent, to timely request or to timely appear at a scheduled hearing shall be considered a waiver of and satisfaction of the hearing.

503.5 DECISION

After consideration of all the evidence, the hearing officer shall determine whether the Department has established the validity of the tow or storage by a preponderance of the evidence (47 O.S. § 903A).

(a) If a decision is made that reasonable grounds for the tow and storage have been established, the hearing officer shall advise the requesting party of the decision.

(b) If a decision is made that reasonable grounds for the tow or storage have not been established, the vehicle shall be released immediately. Towing fees will be the responsibility of the Department and storage fees will be waived by the operator of the towing service or storage facility.

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503.5.1 DE NOVO HEARING

The owner of a stored vehicle may file a petition in the district court of the county where the vehicle is stored to conduct a de novo hearing and determine the validity of a tow and storage either in lieu of or after a department hearing (47 O.S. § 903A).

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Driving Under the Influence

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The Norman Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Oklahoma's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Uniform Support Division Commander will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency (47 O.S. § 11-902d). Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The standard field sobriety tests (SFSTs) administered and the results.

(b) The officer’s observations that indicate impairment on the part of the individual, and the officer’s health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual’s driving or subsequent actions.

(e) The location and time frame of the individual’s vehicle operation and how this was determined.

(f) Any prior related convictions in Oklahoma or another jurisdiction.

504.4 FIELD TESTS

The Uniform Support Division Commander should identify SFSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

Only personnel trained in SFSTs or any other approved alternative test will preform the tests.

Only personnel certified as Drug Recognition Experts (DRE) are authorized to perform DRE evaluations.

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504.4.1 SCREENING DEVICES

Screening devices may be used to detect the presence of alcohol or drugs in a person suspected of DUI. Members shall use approved devices in accordance with the rules prescribed by the Board of Tests for Alcohol and Drug Influence and have proper training, if required (OAC 40:55-1-1 et seq.; OAC 40:55-2-1 et seq.; OAC 40:10-5-1).

The Uniform Support Division Commander shall establish procedures to properly maintain screening devices in accordance with the manufacturer's instructions (OAC 40:55-1-3; OAC 40:55-2-3).

504.5 CHEMICAL TESTS

A person is deemed to have consented to a chemical test or tests, and to providing the associated chemical sample, when the person has been arrested by an officer who has probable cause to believe that the person was operating or in actual physical control of a motor vehicle while DUI (47 O.S. § 751).

If a person withdraws their implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer shall make a reasonable attempt to obtain a warrant prior to the collection of a blood sample.

504.5.1 STATUTORY NOTIFICATIONS

Officers arresting a person for DUI shall read the implied consent advisory prior to administering a chemical test. If a blood sample will be requested, the officer shall inform the person that the withdrawal will be performed by authorized medical personnel (47 O.S. § 751).

504.5.2 BREATH SAMPLES

The Uniform Support Division Commander should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Uniform Support Division Commander.

504.5.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (47 O.S. § 752). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

All blood samples shall be collected, packaged and transferred as required by OAC 40:20-1-3. (See *Forensic Services/Property Section* policy)

In addition to the blood sample collected for analysis (referred to as the state's blood specimen), an additional and separate blood specimen shall be collected at the same time, without any additional punctures, whenever possible, and by the same qualified person. This will be the retained blood specimen (47 O.S. § 752; OAC 40:20-1-3).

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If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.5.4 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

504.5.5 ADDITIONAL TESTS AND RETENTION

In addition to any test administered at the direction of an officer, person arrested for DUI has the right to request an additional test be administered. The cost of the test shall be at the expense of the arrested person and a sufficient quantity of the additional specimen taken shall be available to the Norman Police Department (47 O.S. § 751).

If a sample is taken at the request of an officer, a sufficient quantity of the same specimen shall be obtained that would enable the person to have it tested at his/her own expense. The specimen shall be retained for a minimum of 60 days from the date of collection by the laboratory in cases of blood, saliva, or urine, or by the Norman Police Department in cases of breath specimens obtained on a non-automated analyzer (47 O.S. § 752).

504.6 REFUSALS

When an arrestee refuses to provide a chemical sample, officers shall:

(a) Advise the arrestee of the requirement to provide a sample.

(b) Audio- and/or video-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test, or if the result of the chemical test indicates a prohibited alcohol concentration, officers shall personally serve the notice of revocation on the form prescribed by the Oklahoma Department of Public Safety (DPS). The officer shall take possession of any Oklahoma-issued license, permit, or other evidence of driving privilege to operate a motor vehicle that is held by that individual. If the evidence of driving privilege that is surrendered has not expired and otherwise appears valid, the officer shall issue the person a receipt that shall serve as a 30-day driving permit (47 O.S. § 754).

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504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses to submit to a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

(b) The officer can articulate that exigent circumstances exist and has probable cause to believe that the person arrested for DUI caused the death or serious physical injury of another person (47 O.S. § 753). Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from a collision investigation or medical treatment of the person.

504.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to providing such a sample without physical resistance.

    1. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure that the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

    1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

    2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

    3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

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504.7 INJURED DRIVER CONSIDERATIONS

Injured drivers that are not fit for incarceration or will not be released from the hospital for timely transportation to the testing site, whether conscious or unconscious, must be informed that he or she is under arrest prior to reading the Chemical Test Request.

(a) An unconscious driver to be charged with DUI shall be deemed to have not revoked his or her consent to submit to testing, and a blood specimen may be collected.

(b) Whether conscious or unconscious, the driver must be under arrest at the time of the collection of a blood specimen.

(c) The arrest will be documented by issuing a traffic citation.

Once the driver is conscious, they shall be re-contacted and the read the Chemical Test Request and their response will be accepted. In this case, the driver may have an attorney present.

See attachment: DUI Arrest Procedures Involving Unconscious or Injured Drivers

504.8 RECORDS SECTION RESPONSIBILITIES

The Records Supervisor will ensure that:

(a) All case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

(b) A copy of the report and notice of revocation/disqualification is forwarded to the DPS within 72 hours (47 O.S. § 754) who will ensure that all DUI arrests are entered into the appropriate impaired driver database (11 O.S. § 34-108; 47 O.S. § 11-902d).

504.9 ADMINISTRATIVE HEARINGS

The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the DPS.

Any officer who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and the DPS file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

504.10 MEDICAL CARE

Officers should take a person arrested for DUI to be medically evaluated if the person is:

(a) Vomiting.

(b) Talking incoherently.

(c) Unconscious.

(d) Unable to stand.

(e) Showing a blood alcohol level of.30 or higher.

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Traffic and Parking Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking citations.

505.2 POLICY

It is the policy of the Norman Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

505.3 RESPONSIBILITIES

The Records Section shall be responsible for the supply and accounting of all traffic and parking citations issued to members of this department. Citations will be kept in a secure location and issued to members by the Records Section staff. Members will sign for the citation books when issued or upon return of unused citations.

Members of the Norman Police Department shall only use department-approved traffic and parking citation forms.

505.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the department member believes it is appropriate. The Records Section should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

505.4 TRAFFIC CITATIONS

505.4.1 CORRECTION

When a traffic citation is issued but is in need of correction, the member issuing the citation shall submit the citation and an approved form from Municipal Court to his/her immediate supervisor requesting a specific correction. Once approved, the citation and form shall then be forwarded to the Records Section. The Records Supervisor or the authorized designee shall forward the correction to Municipal Court.

505.4.2 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor, along with the appropriate form from Municipal Court, for approval. The citation and copies shall then be forwarded to the Records Section.

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505.4.3 DISMISSAL

Members of this department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall be referred to the Uniform Support Division Commander. Upon a review of the circumstances involving the issuance of the traffic citation, the Uniform Support Division Commander may request the Operations Bureau Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to his/her supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic citation, the supervisor may forward the request to the Operations Bureau Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Operations Bureau Commander for review.

505.4.4 DISPOSITION

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the member’s immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Records Section.

Upon separation from appointment or employment with this department, all members who were issued traffic citation books shall return any unused citations to the Records Section.

505.4.5 JUVENILE CITATIONS

The juvenile’s age, place of residency and the type of offense should be considered before issuing a juvenile a citation.

When a citation is issued to a juvenile officers will note that the name and contact information for a parent or custodian on the face of the citation. the Municipal Court makes notification to the parent or guardian of the juvenile.

505.5 PARKING CITATIONS

Parking citations may be appealed in accordance with local and state law.

505.5.1 PHYSICAL DISABILITY PLACARD IN METERED SPACES

Persons operating a vehicle with a valid physical disability parking placard issued by the Department of Public Safety are not required to deposit coins into parking meters.

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Additionally, a person who loads or unloads the physically disabled in a metered parking slot are also exempt while loading or unloading.

Other areas which have time limitations or restrictions governing parking are not covered by this exception.

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Disabled Vehicles

506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for department members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the Norman Police Department.

506.2 POLICY

It is the policy of the Norman Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

506.3 RESPONSIBILITIES

When an on-duty member of this department sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the communications officer should be advised of the location of the disabled vehicle and the need for assistance. The communications officer should then assign another department member to respond as soon as practicable.

506.4 ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department members will be contingent on the time of day, the location, the availability of department resources and the vulnerability of the disabled motorist.

506.4.1 MECHANICAL REPAIRS

Department members shall not make mechanical repairs to a disabled vehicle. The following are not considered mechanical repairs for the purpose of this policy:

(a) The use of push bumpers, with consent of the owner, to relocate vehicles to a position of safety.

(b) Changing a tire.

506.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

Unit push bumpers should only be used in emergency cases where no other reasonable option is available to move a disabled vehicle to a safe location and with consent of the owner after being notified that damage may occur to their vehicle.

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506.4.3 RELOCATION OF MOTORIST

The relocation of a motorist with a disabled vehicle should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the motorist or transport him/her to a safe area to await pickup.

506.4.4 OTHER ASSISTANCE

Members who come into contact with motorists in need of medical assistance should provide assistance in accordance with the Medical Aid and Response Policy.

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY

It is the policy of the Norman Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.
3. Documentation of any pertinent information including:
   (a) The weather and environmental conditions.
   (b) Events associated with the incident.
   (c) The officer's factual observations.

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Collect any evidence.
6. Take any photographs, sketches or use other methods necessary to record the crime scene.

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7. Take any appropriate law enforcement action, including but not limited to apprehending suspects.
8. Complete and submit the appropriate reports and documentation.
9. Assist in the prosecution of the case.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigations Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete, and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.4.2 STATUTORY AUDIO/VIDEO RECORDING REQUIREMENTS

Any custodial interrogation conducted at a law enforcement facility of any person suspected of having committed a homicide or a felony sex offense shall follow the direction in this policy for the recording of any violent offense. Additionally, in these cases (22 O.S. § 22):

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(a) Officers are required to make an audio/video recording when feasible rather than just an audio recording.

(b) Officers are required to record the making of any signed or written statement obtained.

(c) Obtaining a recording is mandatory, except when:

1. There was an equipment malfunction and replacement equipment was not immediately available.
2. There was a good faith, inadvertent failure to operate recording equipment properly.
3. The recording equipment malfunctioned or stopped recording without the officer's knowledge.
4. The suspect affirmatively asserted the desire to speak without being recorded.
5. Multiple interrogations took place simultaneously that exceeded the available recording capacity.
6. A statement was made spontaneously and not in response to interrogation.
7. A statement was made during questioning that was routinely asked during booking.
8. The statement was made at a time the officer was unaware of the suspect's involvement in a homicide or a felony sex offense.
9. Exigent circumstances made recording impractical.
10. At the time of the interrogation, the officer, in good faith, was unaware of the type of offense involved.
11. The recording was damaged or destroyed without bad faith.
12. Other unusual circumstances occurred that may reasonably have prevented a recording from being obtained.

The Investigations Division supervisor should verify these recordings are being addressed appropriately in the department's retention schedule and property storage procedures (22 O.S. § 22).

600.5 FOLLOW-UP INVESTIGATIONS

The Norman Police Department provides 24-hour availability of qualified investigative personnel to respond to incidents requiring more than routine preliminary investigaitons.

The Watch Commander will cooridnate for appropriate investigative personnel upon the occurrence of any of the following incidents:

(a) Homicide and/or unattended death: The on-call Investigations Division supervisor.

(b) Employee involved incident which results in serious bodily injury: An on-duty Operations Bureau Bureau supervisor.

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(c) Employee involved incident that results in critical bodily injury or death to any individual including the employee: The on-call Investigations Division supervisor and the on-call Internal Affairs Unit lieutenant.

(d) Suicide or attempted suicide: The on-call Investigations Division supervisor.

(e) Drowning: The on-call Investigations Division supervisor.

(f) Major or fatality collision: The on-call Collision Investigation and Reconstruction Team (CIRT) supervisor.

(g) Child or adult abuse/neglect: The on-call Investigations Division supervisor.

(h) Rape or sexual assault: The on-call Investigations Division supervisor.

(i) Armed robbery: The on-call Investigations Division supervisor.

(j) Bombing: The on-call Investigations Division supervisor.

(k) Endangered missing person: The on-call Investigations Division supervisor.

600.5.1 FOLLOW-UP INVESTIGATIONS BY OFFICERS

Officers are encouraged to conduct follow-up investigations on incidents if there are fresh leads. Officers shall first contact an on-duty supervisor and obtain permission to conduct a follow-up investigation on the following incidents:

(a) Homicides

(b) Suicides and attempted suicides

(c) Drownings

(d) Unattended deaths

(e) Rapes or sexual assaults

(f) Armed robberies

(g) Bombings

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.

2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

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(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Abuse, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

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Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.8.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.9 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Bureau Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

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Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, including, but not limited to, offenses defined in Title 21, Chapter 45 of the Oklahoma Statutes Annotated.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Norman Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

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601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. Investigations Division supervisors should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.6 TRAINING

Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim’s response to trauma.

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

1. Interviewing sexual assault victims.
2. SART.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
6. Techniques for communicating with victims to minimize trauma.

601.7 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Communications Division, should be the health and safety of the victim, the preservation of evidence and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

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An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

Victims should not be asked or required to take a polygraph examination (34 USC § 10451).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.8 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as possible using the OSBI provided DFSA kit.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

Appropriate evidence from cases where the suspect is a stranger to the victim shall be transmitted in a timely manner to the proper forensics lab for processing all relevant biological evidence.

601.8.1 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

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601.8.2 COLLECTION AND TESTING REQUIREMENTS
Members investigating sexual assaults or handling related evidence are required to do the following:

(a) A sexual assault evidence kit, or other DNA evidence if a kit is not collected, should be submitted to the appropriate laboratory for forensic testing within 20 days after receipt unless the victim requests that the sexual assault evidence kit not be tested (74 O.S. § 150.28b).

(b) Use trackable sexual assault evidence collection kits that comply with the requirements of the statewide electronic tracking system (74 O.S. § 150.28a).

(c) Additional guidance regarding evidence retention and destruction is found in the Forensic Services/Property Section Policy.

601.9 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigations Division supervisor.

Classification of a sexual assault case as unfounded requires the Investigations Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.10 CASE REVIEW

The Investigations Division Commander should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case disposition.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

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Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The District Attorney's Office is responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Norman Police Department seizes property for forfeiture or when the Norman Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Department and the forfeiture counsel.

Property subject to forfeiture - May include the following:

(a) Proceeds from misdemeanors or felonies under Oklahoma law or equivalent out of state offenses (21 O.S. § 2001; 21 O.S. § 2002).

(b) Property forfeitable for violations of the Oklahoma Uniform Controlled Dangerous Substances Act including (63 O.S. § 2-503):

1. Containers used or intended to hold a controlled substance.
2. Conveyances used to transport, conceal or cultivate controlled substances for distribution.
3. Things of value furnished or intended to be furnished in exchange for a controlled dangerous substance.
4. Real property used to commit a controlled substance offense that is punishable by more than one year imprisonment.
5. Weapons used to facilitate controlled substance violations.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Norman Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or any person’s due process rights.

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It is the policy of the Norman Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

602.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following property may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property seized under the authority of a valid court order.

(b) Property subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act may be seized without a court order when (63 O.S. § 2-504):

1. The seizure is incident to arrest or other lawful evidence collection.
2. Probable cause exists to believe the property is dangerous to the health or safety of the public.
3. Probable cause exists to believe the property is subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act and that a nexus between the property and the Act's violation can be articulated.

(c) Property seized under the following circumstances:

1. Vehicles, airplanes, vessels, or other conveyances used in the commission of certain crimes (21 O.S. § 1738).
2. Weapons and instruments used to commit an act of domestic abuse (22 O.S. § 60.8)
3. Equipment used to record, display, distribute, etc. obscene material or child pornography (21 O.S. § 1040.54).
4. Other items authorized by statute.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel’s current minimum forfeiture thresholds

(b) Property where there is reason to suspect the owner was not consenting or aware of the relation of the property and the offense (21 O.S. § 2002; 63 O.S. § 2-503)

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602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete the applicable seizure form.

(b) Complete and submit a report and original seizure form to the Forfeiture Reviewer within 2 days of the seizure, if practicable.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.”

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

The District Attorney's Office is responsible for providing an inventory of the items to be seized to the owner(s) if known.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere; the whereabouts of the property is unknown; it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Forensic Services/Property Section supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine whether the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

(e) Forfeitable property is retained until such time as its use as evidence is no longer required.

602.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Department on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

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(a) Remaining familiar with forfeiture laws, particularly the provisions of the Oklahoma Uniform Controlled Dangerous Substances Act pursuant to 63 O.S. § 2-503 et seq., the forfeiture of unlawful proceeds under 21 O.S. § 2002 and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or General Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
4. Property is promptly released to those entitled to its return.
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.

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6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement personnel and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to Department inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Norman Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures (63 O.S. § 2-506).

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.

602.7 DISPOSITION OF FORFEITED PROPERTY

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

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Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the Norman Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Norman Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The Norman Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

(c) The court in which the juvenile’s case is being handled, if applicable

(d) The Chief of Police or the authorized designee

During an operation in which a juvenile is being used, an officer should maintain visual or auditory observation of the juvenile informant. An officer shall be assigned to the juvenile and shall remain in close enough proximity to the juvenile to intervene for his/her protection, based upon the type of operation involved.

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603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Bureau Commander, Investigations Division Commander, Special Investigations Section supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Reasonable steps shall be taken to ensure the security and safety of informants, including, but not limited to:

(a) Meetings and transactions with the informant should include precautions that minimize the probability of revealing the informant's identity to subjects of the investigation.

(b) If the informant's identity is revealed or suspected to have been revealed and there is a threat of violence or harm against the informant, the Norman Police Department will take appropriate and reasonable action to mitigate the threat.

(c) Criminal activity by informants shall not be condoned.

(d) Informants shall be told they are not acting as police officers, employees or agents of the Norman Police Department, and that they shall not represent themselves as such.

(e) The relationship between department members and informants shall always be ethical and professional.

1. Members shall not become intimately involved with an informant.

2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Special Investigations Section supervisor.

3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(f) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Special Investigations Section supervisor.

1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(g) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

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(h) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(i) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Special Investigations Section. The Special Investigations Section supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police,

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Support Bureau Commander, Investigations Division Commander, Special Investigations Section supervisor or their authorized designees.

The Investigations Division Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Special Investigations Section supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

(m) Criminal history

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant’s personal involvement in the case

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- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Special Investigations Section supervisor will discuss the above factors with the Investigations Division Commander and recommend the type and level of payment, subject to approval by the Chief of Police or a designee.

603.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

(a) Payments of $500 and under may be paid in cash from the Special Investigations Section buy/expense fund.

1. The Special Investigations Section supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be approved by the Chief of Police or a designee.

1. A written statement of the informant's involvement in the case shall be placed in the informant's file.
2. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
3. Authorization signatures from the Investigations Division Commander and the Chief of Police, or a designee, are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.

1. The cash transfer form shall include:
   (a) Date.
   (b) Payment amount.
   (c) Norman Police Department case number.
   (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
2. The cash transfer form shall be signed by the informant.
3. The cash transfer form will be kept in the informant’s file.

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603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

603.6.3 AUDIT OF PAYMENTS

The Special Investigations Section supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

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Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Norman Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Investigations Division Commander shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide (22 O.S. § 21):

(a) The date, time, and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

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(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup (22 O.S. § 21).

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand

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out (22 O.S. § 21). In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect's face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness's opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect, or to perform other actions mimicking those of the suspect.

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(h) If a witness positively identifies a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow-up, if necessary.

(i) If a show-up cannot be conducted within a reasonably short time frame following the offense, a photographic or live lineup should be considered (22 O.S. § 21).

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report (22 O.S. § 21).

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

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Brady Information

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Norman Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Norman Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Norman Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.

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605.4 BRADY PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for *Brady* information. This person shall be directly responsible to the Staff Services Bureau Bureau Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Working with the appropriate prosecutors' offices and the City Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.

(b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.

1. Updating this list whenever potential *Brady* information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

605.5 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member whose file is related to the motion shall be notified of the potential presence of *Brady* information.

(b) The prosecuting attorney or City Attorney should be requested to file a motion in order to initiate an in camera review by the court.

1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(d) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

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605.6 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady* information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

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Unmanned Aerial System

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

606.2 POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY

The use of the UAS involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require specific authorization from the Chief of Police or the authorized designee, depending on the type of mission.

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- Developing protocol for traffic incident reconstruction, crime scene documentation, searches for missing persons or children, conducting criminal investigations, or exigent circumstances involving a UAS.
- Implementing a system for public notification of UAS deployment when appropriate.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure reviews of UAS recordings and documentation of UAS deployments are maintained in accordance with the Mobile Audio/Video policy.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing quarterly reports on the program to the Chief of Police.

606.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no privacy interest, where exigent circumstances exist, or when in compliance with a search warrant or court order.

UAS operations should only be conducted in accordance with the current COA.

606.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random recording or observation activities.
- To target a person based solely on individual characteristics, such as but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.

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- To conduct personal business of any type.

The UAS shall not be weaponized.

606.7 RETENTION OF UAS DATA

Media collected by the UAS shall be stored as provided in the Mobile Audio/Video policy.

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Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY

It is the policy of the Norman Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 OPERATIONS DIRECTOR

The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

607.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the Threat Assessment form and submit it, along with the warrant affidavit, to an appropriate supervisor.

(a) If no threats factors are identified in the risk assessment form, it is considered a low risk warrant service and no further review is needed.

(b) If any threat factors are identified in the risk assessment form, then the operations director, or their designee, shall review the form and classify the risk (see the Operations Planning and Deconfliction Policy).

All risk assessment forms must be submitted to the operations director as soon as practicable after the service of a warrant. After review, the operations director will forward the form to Internal Affairs Unit / Professional Standards for filing.

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607.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

607.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains, as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant's training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Information Policy).

607.7 HIGH-RISK WARRANT SERVICE

The operations director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

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(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A copy of the search warrant is left at the location.

(h) The condition of the property is documented with video recording or photographs after the search.

607.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant or in accordance with 22 O.S. § 1231.

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607.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Norman Police Department are utilized appropriately. Any concerns regarding the requested use of Norman Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Watch Commander should assume this role.

If officers intend to serve a warrant outside Norman Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Norman Police Department when assisting outside agencies or serving a warrant outside Norman Police Department jurisdiction.

607.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.12 TRAINING

The Personnel/Training Division Commander should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

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Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants, undercover and sting operations, and surveillance activities, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Norman Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 OPERATIONS DIRECTOR

The Chief of Police will designate a member of this department to be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service. The director will also have the responsibility for coordinating operations that are categorized as high risk.

608.4 RISK ASSESSMENT

608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

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(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

See attachment: Threat Assessment.pdf

608.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director (as described in the Warrant Service policy).

The supervisor, operations director, and SWAT Commander may confer, as necessary, to determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

1. Special Weapons and Tactics Team (SWAT)
2. Additional personnel
3. Outside agency assistance
4. Special equipment
5. Medical personnel

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6. Persons trained in negotiation
7. Additional surveillance
8. Canines
9. Forensic Services/Property Section or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

608.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.6 OPERATIONS PLAN

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic

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and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan.

(l) Responsibilities for writing, collecting, reviewing and approving reports.

608.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and

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responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

1. It is the responsibility of the operations director to ensure that Communications Division is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.

2. If the radio channel needs to be monitored by Communications Division, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.

3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.8 SWAT PARTICIPATION

If the operations director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

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608.11 TRAINING

The Personnel/Training Division Commander should ensure officers and SWAT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

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Chapter 7 - Equipment

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Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of department-owned property and the role of the Department when personal property, the property of another person or department-owned property is damaged or lost.

700.2 POLICY

Members of the Norman Police Department shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly reported. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy and applicable collective bargaining agreement.

700.3 DEPARTMENT-ISSUED PROPERTY

The Chief of Police will designate a quartermaster who will be responsible for issuing all departmental property and equipment and will control and maintain all property sheets and equipment logs. All property and equipment issued by the Department shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use and replacement of department property that has been assigned or entrusted to them.

Intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to, the cost of repair or replacement.

(a) Members shall promptly report, through the Professional Standards Reporting System, any loss, damage to, or unserviceable condition of any department-issued property or equipment.

1. A supervisor receiving such a report shall conduct an investigation and direct a response to the appropriate Bureau Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

2. A review by command staff should determine whether additional action is appropriate.

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(b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or otherwise reasonable by circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

(e) A supervisor's approval is required before any attempt to repair damaged or unserviceable property is made by a member.

700.4 PERSONAL PROPERTY

Carrying and/or using personal property or equipment on-duty requires prior written approval by the Chief of Police or appropriate Bureau Commander. The member should submit a request that includes a description of the property and the reason and length of time it will be used. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

The Department will not replace or repair costly items (e.g., jewelry, expensive watches, exotic equipment) that are not reasonably required as part of work - unless otherwise specified in an applicable collective bargaining agreement.

700.4.1 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage to, or loss of, personal property must be made via a report through the Professional Standards Reporting System. This report is submitted to the member's immediate supervisor. The supervisor may require a separate written report. See Administrative Communications policy

The supervisor receiving such a report shall investigate and direct a response to the appropriate Bureau Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by command staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police, who will then forward the claim to the City department responsible for issuing payments.

700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through his/her chain of command or the Watch Commander.

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The supervisor receiving such a report shall conduct an investigation and initiate a report in the Professional Standards Reporting system, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

A review of the incident by command staff to determine whether misconduct or negligence was involved should be completed.

700.5.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY

Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the City of Norman or of another person while performing their duties within the jurisdiction of this department. It shall be the responsibility of the department member present or the member responsible for the property to report the damage as follows:

(a) A verbal report shall be made to the member's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the member goes off-duty or as otherwise directed by the supervisor.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Bureau Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

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Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Norman Police Department allows members to utilize department-issued and personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable open records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance.)

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue a PCD for the member's use to facilitate on-duty performance. Department-issued PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

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Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD beyond what is identified in the applicable collective bargaining agreement.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(d) The device should not be used for work-related purposes except under reasonable circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and will have no expectation of privacy with regard to any department business-related communication.

(e) The device should not be utilized to record any department business-related information, including photographs, video or the recording of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police(or the authorized designee) except in extraordinary circumstances where Department equipment cannot reasonably be made available.

(f) Members using a personally owned PCD for work-related business will ensure they provide any data to the Department which may include litigation, records retention and release obligations and internal investigations.

(g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Norman Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

(h) Members using personally owned PCD will not permanently store, transmit, transfer, or disclose any Department-related information or other material obtained or accessed as a result of employment with the Department.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. Should members engage in off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation.

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701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) The Department may restrict the use or posession of a PCD while within identified work areas or while performing specific duties.

(b) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(c) All PCDs in the workplace should be set to silent or vibrate mode.

(d) Earpieces, headsets and other visible PCD accessories shall not be used while interracting with the public unless specifically authorized by a supervisor.

(e) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(f) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(g) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(h) Members will not access social networking sites for any purpose that is not official department business.

(i) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

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1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Members operating department vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Members operating department vehicles shall ensure that use of a PCD does not prevent them from devoting their full time and attention to driving (47 O.S. § 11-901b).

Members shall not use a PCD to compose, send or read electronic text messages while driving unless the communication is between other law enforcement or emergency services personnel and involves an imminent emergency (47 O.S. § 11-901d).

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Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

The Norman Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from the vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

702.5.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- 3 Traffic cones and/or emergency road flares

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- 2 sticks yellow crayon, chalk and/or paint
- 1 roll crime scene barricade tape
- 1 first-aid kit
- Hand Cleaner
- 1 blanket
- Stuffed toy
- Roller tape
- 1 fire extinguisher
- 1 bloodborne pathogen kit, including protective gloves and a National Institute for Occupational Safety and Health (NIOSH) particulate respirator mask
- 1 hazardous waste disposal bag

702.5.2 UNMARKED VEHICLES
Members driving unmarked department vehicles shall ensure that the following equipment, at a minimum, is in the vehicle:

- 1 first-aid kit
- 1 bloodborne pathogen kit, including protective gloves and NIOSH particulate respirator mask
- 1 hazardous waste disposal bag

702.6 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

702.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

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Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Norman to provide assigned take-home vehicles.

703.1.1 DEFINITIONS

Fleet Vehicle - any motor vehicle, whether marked or unmarked, that may be operated with a Class D driver's license and used for routine, day-to-day business purposes.

Special Purpose Vehicle - any motor vehicle that requires special licensing/certification or has been designated for a distinct mission or team. Including all terrain vehicles (ATV), trailers, or implements of husbandry.

703.2 POLICY

The Norman Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Watch Commander shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Watch Commander. A notation will be made on the shift assignment roster indicating the member’s name and vehicle number.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after

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the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Bureau Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.6 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

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703.3.7 AUTHORIZED PASSENGERS
Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

703.3.8 ALCOHOL
Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.9 PARKING
Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Unless authorized by a supervisor, members shall not park privately owned vehicles in stalls not assigned to them or in those assigned to department vehicles.

703.3.10 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.3.11 CIVILIAN MEMBER USE
Civilian members should not use marked emergency vehicles. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.4.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member’s duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE
Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment (e.g., training assignments). Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the Department.

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(b) Other reasonable transportation options are not available.

(c) The member lives within a reasonable distance of the Norman City limits.

(d) Off-street parking should be available at the member's residence.

(e) The vehicle will be locked when not attended.

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; the member's employment or appointment status; and the member's department seniority. Residence in the City of Norman is a prime consideration for assignment of a take-home vehicle. Members who reside outside the City of Norman may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles should be used for work-related purposes. Personal errands or transports should be limited.

(b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:

1. In circumstances when a member has been placed on call by the Chief of Police or Bureau Commanders and there is a high probability that the member will be called back to duty.

2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.

3. When the member has received permission from the Chief of Police or Bureau Commanders.

4. When the vehicle is being used by the Chief of Police, Bureau Commanders or members who are in on-call administrative positions.

5. When the vehicle is being used by on-call investigators.

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(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and identification card/Commission Card and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
2. All weapons shall be secured while the vehicle is unattended.
3. All department identification, portable radios and equipment should be secured.

(g) As a general practice, vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department, when a member will be away (e.g., on vacation) for periods exceeding one week.

1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.

(i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Norman Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist). Officers are required to respond to any life-threatening police call in their immediate vicinity.

Officers driving take-home vehicles shall be armed and appropriately attired and shall carry their department-issued identification card/Commission Card. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

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703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies may be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete the appropriate vehicle repair form explaining the service or repair.

(f) All weapons shall be removed from any vehicle left for maintenance.

(g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various bureaus and their use is restricted to the respective bureau and the assigned member, unless otherwise approved by a supervisor. Any use of unmarked vehicles by those who are not assigned to the bureau to which the vehicle is assigned shall also be recorded with the Watch Commander on the shift assignment roster.

703.6 SPECIAL PURPOSE VEHICLES

Only members that are properly licensed or certified, and who have supervisory authorization, may operate special purpose vehicles. Special purpose vehicles may not be used for routine, day-to-day business without the specific permission of the division, team, or unit commander to whom it is assigned. The division, team, or unit commander to whom a special purpose vehicle is assigned is responsible for the overall supervision, maintenance and accountability of the vehicle.

The following special purpose vehicles, while assigned to the specific division, team, or unit indicated for overall supervision, maintenance and accountability, require specific authorization by the Chief of Police, or their designee, for use:

(a) Command Post - Assigned to the Staff Services Bureau Bureau Commander.

(b) Sky Watch - Assigned to the Operations Bureau Bureau Commander.

(c) Armored Response/Rescue Vehicle - Assigned to the SWAT Commander.

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703.6.1 CONSIDERATIONS FOR DEPLOYMENT OF ARMORED RESPONSE/RESCUE VEHICLE

Deployment of the Armored Response/Rescue Vehicle is not, by itself, considered a use of force.

When considering the deployment of the Armored Response/Rescue Vehicle, the Chief of Police shall balance the possible public perception of the vehicle's use against any threat of harm to citizens, officers, and the suspect. Additionally, the Chief of Police shall consider potential reporting and safety benefits that peripheral equipment may provide (cameras, spotlights, alternative imaging sources, etc.).

Common deployments for the vehicle may include, but are not limited to:

(a) Barricaded subjects,

(b) Field searches,

(c) High-risk search warrants (See Warrant Service and Operations Planning and Deconfliction policies),

(d) Hostage rescues,

(e) Natural disasters,

(f) Search and rescue operations,

(g) Wounded citizen/officer rescues,

Any authorized agency assist requests for the Armored Rescue/Response Vehicle shall require the deployment of no less than one qualified operator who will ensure the proper usage of the vehilce and all of its associated equipment.

703.7 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collisions Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered using the Professional Standards Reporting System. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.8 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempt from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

(a) Members operating department vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit for reimbursement from the City for any toll fees incurred in the course of official business.

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(b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Bureau Commander within five working days explaining the circumstances.

703.9 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

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Fiscal Management

704.1 PURPOSE AND SCOPE

This policy does not address cash-handling issues specific to the Forensic Services/Property Section and Informants policies.

This policy meets statutory requirements requiring the adoption of an inventories and audits policy pursuant to 11 O.S. § 34-107.

704.2 POLICY

It is the policy of the Norman Police Department to properly manage and audit fiscal operations, including budget preparation, cash transactions, fund expenditures and disposition of assets, and to maintain accurate records of fiscal transactions, in order to protect the integrity of department operations and ensure the public trust.

704.3 FISCAL MANAGEMENT

The Chief of Police shall designate the Staff Services Bureau Commander as the fiscal manager responsible for maintaining and managing fiscal accountability. The fiscal manager may appoint others to oversee specific portions of the fiscal operations.

Each member overseeing a fiscal responsibility will utilize City of Norman finance software, forms and procedures to document and record fiscal accountability.

704.3.1 CASH MANAGEMENT

All cash funds shall be properly collected, safeguarded and disbursed by the member assigned to oversee the fund. The assigned member shall:

(a) Maintain a system or record of appropriations among organizational components.

(b) Prepare financial statements.

(c) Conduct internal audits.

(d) Verify members or positions authorized to accept or disburse funds.

704.4 FISCAL TRANSACTIONS

Each member overseeing a fiscal responsibility shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice, cash transfer form or expense report.

704.5 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties (e.g., property technicians, the Special Investigations Section supervisor, those who accept payment for department services) will

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discharge those duties in accordance with the procedures established for those tasks (see the Forensic Services/Property Section and Informants policies).

704.6 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Forensic Services/Property Section Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

704.7 AUDITS

Each Bureau Commander shall monitor fiscal activities and the budget related to their area of responsibility using a procedure and forms approved by the fiscal manager. Internal control procedures shall be established and shall include evaluation of staff member's fiscal management functions. Any discrepancies shall be immediately reported to the fiscal manager and the Chief of Police.

The fiscal manager shall ensure that an annual independent audit is conducted of the accounts and finances of the Department. All department funds shall be open for inspection and audit by auditors at any time. Members of the Department shall cooperate fully and provide assistance in support of any audit.

A separate audit of each fund or other fiscal area of responsibility should be completed on a random date, approximately once each year, by the Chief of Police or the City.

Audits shall include a review of procedures in place to manage the funds.

704.7.1 PETTY CASH AUDITS

Each member overseeing a petty cash fund shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police or the fiscal manager, review the transaction ledger and verify the accuracy of the accounting. The member overseeing the petty cash fund and the participating member shall sign or otherwise validate the ledger, attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the fiscal manager and the Chief of Police.

Transference of fund management to another member shall require completion of a separate petty cash audit and involve a command staff member.

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704.8 INVENTORY CONTROL OF PROPERTY, EQUIPMENT AND OTHER ASSETS

Members overseeing a fiscal responsibility for the acquisition, management or distribution of any capital or major items of equipment; the issue of any equipment and supplies; or the assignment of control numbers and proper markings are responsible for compliance with inventory control procedures. Such members are also responsible for ensuring:

(a) Required inventory verification in compliance with a process authorized by the fiscal manager.

(b) Appropriate documentation in compliance with a process authorized by the fiscal manager and inclusion in inventory of items purchased or obtained for use by the Department.

(c) Appropriate documentation and deletion from inventory of items properly authorized for disposal by the fiscal manager or the Chief of Police.

(d) Reporting and disposition of damaged, excess and surplus property in compliance with a process authorized by the fiscal manager.

(e) Maintenance of complete records for all department property, equipment and other assets.

704.9 PURCHASING

All purchasing of department supplies and equipment will be in compliance with the City purchasing policies and in compliance with a process authorized by the fiscal manager.

Small-item or emergency purchases or rental of equipment during periods when normal purchasing procedures cannot be followed will be in compliance with a process authorized by the fiscal manager.

All purchases for the City made by an employee will require submission of a receipt and appropriate documentation necessary for reimbursement and will be in compliance with a process authorized by the fiscal manager.

704.10 PROPERTY DISPOSAL

The fiscal manager is responsible for prompt deposit of revenue from:

(a) Property sold under court order with the clerk of the court issuing the order.

(b) The sale of bicycles or other items of lost or found, or unclaimed non-evidentiary items into the appropriate funds.

(c) The sale of City property with the City finance manager.

704.11 CONTRACTUAL AGREEMENTS

Only the Chief of Police or the authorized designee may sign official memorandums of understanding or contracts (after prior approval by City Council and the Mayor) with outside entities.

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Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Norman Police Department endeavors to protect employees by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection should meet or exceed industry standards for use at firing ranges (29 CFR 1910.95; OAC 380:40-1-2).

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the

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prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster should ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133; OAC 380:40-1-2).

705.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any employment agreement.

705.7 RESPIRATORY PROTECTION

The Staff Services Bureau Bureau Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan should include procedures for (29 CFR 1910.134; OAC 380:40-1-2):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall

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reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; OAC 380:40-1-2):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; OAC 380:40-1-2):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; OAC 380:40-1-2).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

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(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

705.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.

(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; OAC 380:40-1-2).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; OAC 380:40-1-2):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; OAC 380:40-1-2):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS

The Personnel/Training Division Commander is responsible for maintaining records of all:

(a) PPE training.

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(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020 and OAC 380:40-1-2.

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; OAC 380:40-1-2).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; OAC 380:40-1-2).

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Chapter 8 - Support Services

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Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Norman Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the Norman Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports.
- Field Interview (FI) cards.
- Parole and probation records.
- Activity records from Communications Division.
- Oklahoma Automated Criminal History System (ACHS).
- Juvenile On-Line Tracking System (JOLTS).
- Department of Public Safety State Computer Files (SCOM).
- Oklahoma Tax Commission Vehicle Registration Files (VREG).

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

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800.5 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate bureaus or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.

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Communications Division

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Communications Division. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Norman Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between Communications Division and department members in the field.

801.3 COMMUNICATIONS DIVISION SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of Communications Division, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Communications Division.

Access to Communications Division shall be limited to Communications Division members, the Watch Commander, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 COMMUNICATIONS MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a Communications Manager. The Communications Manager is directly responsible to the Staff Services Bureau Bureau Commander or the authorized designee.

The responsibilities of the Communications Manager include, but are not limited to:

(a) Overseeing the efficient and effective operation of Communications Division in coordination with other supervisors.

(b) Scheduling and processing communications officer time records.

(c) Supervising, training and evaluating communications officers.

(d) Ensuring the radio and telephone recording system, with immediate playback, is operational.

1. Recordings shall be maintained in for a minimum of two (2) years or as required by law.

(e) Processing requests for copies of Communications Division's information for release.

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(f) Overseeing Communications Division database systems.

(g) Maintaining and updating Communications Division procedures manual.

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

2. Ensuring communications officer compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

(j) Maintaining a list of social service organizations that provide youth services within the local area.

801.4.2 COMMIUNICATIONS SUPERVISION

A Communications Supervisor will be the first line of supervision for all Communications Officers. A minimum of one Communications Supervisor, or a Communications Leader, will be on duty 24 hours a day. The on-duty Communications Supervisor is responsible for:

(a) Coordinating with the Watch Commander at the beginning of each shift for a duty roster, including each on-duty officer's name, badge number, and assignment.

(b) Maintaining a list of all essential telephone numbers and contact persons for internal and external emergencies.

(c) Providing a list of maps detailing all police, fire and EMSSTAT districts and beats.

801.4.3 COMMUNICATIONS OFFICERS

Communications Officers report to Communications Supervisors. The responsibilities of the communications officer include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.

2. Business telephone lines.

3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.

4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).

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5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Communications Division, department and other law enforcement database systems Juvenile On-Line Tracking System (JOLTS), Oklahoma Law Enforcement Telecommunications System (OLETS), Department of Public Safety State Computer Files (SCOM), Oklahoma Tax Commission Vehicle Registration Files (VREG), National Crime Information Center (NCIC)).

(d) Providing access to, and confirmation of, criminal warrants on a 24-hour basis.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

(f) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

801.5 CALL HANDLING

This department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the communications officer will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the communications officer determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the communications officer determines that the caller is a limited English proficiency (LEP) individual, the communications officer should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Communications

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Division, the communications officer should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the communications officer is unable to identify the caller's language, the communications officer will contact the contracted telephonic interpretation service and establish a three-party call connecting the communications officer, the LEP individual and the interpreter.

Communications Officers should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the communications officer has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Watch Commander shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

If a communications officer determines that the call has been misdirected to the Norman Police Department, the communications officer should forward the call and/or notify the appropriate agency pursuant to Communications Division procedures manual.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the communications officer to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the communications officer returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by communications officers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the communications officer with their radio identification call signs.

(b) Communications Officers acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the communications officer advised of their status and location.

(d) Member and communications officer acknowledgements shall be concise and without further comment unless additional information is needed.

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The Communications Manager shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE
Norman Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION
Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Communications Officers shall identify themselves on the radio, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the communications officer. The use of the call sign allows for a brief pause so that the communications officer can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the agency name followed by the radio call sign.

801.7 COMMUNICATIONS CONTINGENCY PLANS

In the event of a disruption of primary electrical power, the emergency generator is programmed to start automatically. The Uninterrupted Power Supply (UPS) is capable of powering critical components for short periods of time during power surges or transfers of power from utility power to the generator.

In the event of a radio system failure, Communications officers may use handheld radios or a backup control radios.

As soon as practicable, the Communications Manager and the Communications Technician shall be notified regarding power and/or radio system failures.

801.8 DOCUMENTATION

It shall be the responsibility of Communications Division to document all relevant information on calls for service or self-initiated activity. Communications Officers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.

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- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.
- Disposition or status of reported incident.
- Vehicle mileage and transport time when a member is transporting a juvenile or a person of the opposite sex.

801.9 CONFIDENTIALITY

Information that becomes available through Communications Division may be confidential or sensitive in nature. All members of Communications Division shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Public Safety records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel.

801.10 TRAINING AND CERTIFICATION

Communications Officers shall complete any training required by the Department of Public Safety, the state or the Department.

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Forensic Services/Property Section

802.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

This policy meets the statutory requirements of adopting an evidence and property management policy pursuant to 11 O.S. § 34-107.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Forensic Services/Property Section, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY

It is the policy of the Norman Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 FORENSIC SERVICES/PROPERTY SECTION SECURITY

The Forensic Services/Property Section shall maintain secure storage and control of all property in the custody of this department. A property technician shall be appointed by and will be directly responsible to the Investigations Division Commander or the authorized designee. The property technician is responsible for the security of the Forensic Services/Property Section.

Security measures include ensuring 24-hour security of the property storage areas through:

(a) Personal presence of a property technician,

(b) Video surveillance (when available),

(c) Monitored silent and audible alarms; or,

(d) Other appropriate measures.

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802.3.1 REFUSAL OF PROPERTY

The property technicians have the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the property technician refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Forensic Services/Property Section.

802.3.2 KEY CONTROL

Forensic Services/Property Section keys should be maintained by the property technician and members assigned to the Forensic Services/Property Section. An additional set of keys should be kept in a sealed and initialed envelope in an after-hours key box. Forensic Services/Property Section keys shall not be loaned to anyone and shall be maintained in a secure manner. If any Forensic Services/Property Section key is lost, all access points shall be re-keyed and new keys issued as necessary. After-hours access to the Forensic Services/Property Section via the additional set of keys must be documented in a memorandum and submitted to the Investigations Division Commander as soon as practicable.

802.3.3 ACCESS

Only authorized members assigned to the Forensic Services/Property Section shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by an Investigations Division supervisor and accompanied by the property technician. Each individual must sign the Forensic Services/ Property Section access log and indicate:

(a) The date and time of entry and exit.

(b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.4 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the property technician and/ or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

802.4.1 PROCESSING AND PACKAGING

All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

(a) A property form shall be completed describing each item. List all known information, including:

1. Serial number.

2. NCIC return for anything with a serial number.

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3. Owner's name.
4. Finder's name.
5. Other identifying information or marking.

(b) Each item shall be marked with the member's initials and the date processed using a method that will not damage, deface, degrade or devalue the item. Items too small or too delicate to mark should be individually packaged and labeled and the package marked with the member's initials and date.

(c) Property shall be packaged in a container suitable for its size.

(d) A property label shall be completed and attached to the property or container in which the property is stored.

(e) The case number shall be indicated on the property label and the container.

(f) A copy of the property form shall be submitted with the case report.

(g) The property form shall be submitted with the property directly to the property technician or placed in a temporary property locker. Items too large to fit in a temporary property locker may be placed in a designated storage area that can be secured from unauthorized entry, and the property form placed in a temporary property locker.

802.4.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

Blood specimens - Blood that is collected for analysis of the presence or concentration of alcohol, other intoxicating substances, or a combination thereof shall be packaged as required by OAC 40:20-1-3. Upon collection blood specimens shall be maintained in a climate controlled environment and stored in a refrigerated state as soon as practicable. A Property Techician shall promptly transfer blood specimens to the OSBI or another approved laboratory for testing.

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Cash (Without Body Worn Camera) - Cash shall be counted in the presence of another member. The cash shall be placed in a clear cash bag and sealed. The sealed bag and the property form shall be marked with the amount of the cash and initialed by both members. A supervisor shall be contacted for cash in excess of $1,000. The supervisor shall witness the count, initial and date the bag and property form, and specify any additional security procedures that may be necessary. Cash shall be stored in a safe or other secure locked container or facility.

Cash (With Body Worn Camera) - Body worn cameras may be utilized instead of another member only if there is less than $1,000. Body worn cameras shall be active from the time the member counts the cash until the member has properly completed and sealed the clear cash bag. The cash shall be placed in a clear cash bag and sealed. The sealed bag and the property form shall be marked with the amount of the cash, initialed by the packaging member, with a notation of "VIDEO" in lieu of a second set of initials. The body worn camera recording shall be tagged as "Evidence". Cash shall be stored in a safe or other secured locked container or facility.

Explosives and fireworks - Explosives will not be retained in the police facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

The property technician is responsible for delivering to a Hazardous Devices Unit member, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

Firearms and other weapons - Firearms shall be unloaded in the presence of another member and packaged in an appropriate gun box. The gun box and the property form shall be marked and initialed by both members as unloaded.

Ammunition, magazines, holsters and any other items associated with, but not permanently attached to, a firearm shall be packaged separately.

Knife boxes should be used to package knives. Other weapons should be packaged in an appropriate container to ensure safe storage.

Government property - City property that is of no evidentiary value should be released directly to the appropriate City department. If no responsible City personnel can be located, the property should be held for safekeeping.

Jewelry - Jewelry identified as having significant value shall be stored in a safe or other secure locked container or facility.

Medical marijuana - Marijuana that may be the subject of a medical claim shall be packaged separately from other evidence, marked appropriately, and noted on the property form. A Forensic Services/Property Section supervisor should ensure that marijuana, drug paraphernalia, or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed. The Forensic Services/Property Section is not responsible for caring for live marijuana plants.

Other valuable items - Other valuable items identified as having significant value (e.g., collectibles, rare artifacts) shall be stored in a safe or other secure locked container or facility.

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Sharps - Syringe tubes should be used to package syringes and needles.

802.4.3 CONTROLLED DANGEROUS SUBSTANCES

(a) Controlled dangerous substances shall not be packaged with other property.

(b) The member processing controlled dangerous substances shall retain such property in his/her possession until it is weighed, packaged, and labeled.

(c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled dangerous substances. If conducted, the result of the test shall be included in the crime report.

1. The member shall package controlled dangerous substances as follows:

(a) Maintain the property in the container in which it was seized and place it in a property envelope of appropriate size.

(b) All controlled dangerous substances shall be packaged in the presence of another member.

(c) Where appropriate, controlled dangerous substances shall be counted prior to packaging.

(d) Seal the package, and both members will initial the seal..

(e) Where appropriate, weigh the package to obtain the Gross Package Weight (GPW).

(f) Write the GPW or count and then both members initial and date the outside of the package

(g) Write the GPW or count on the property form and then both members initial the property form.

(d) When the quantity of controlled dangerous substances exceeds the available safe storage capacity as determined by the property technician, the quantity shall be photographed and weighed.

1. A representative sample of sufficient quantity to allow scientific analysis of the controlled dangerous substances should be taken as allowed by state law and placed in a separate package or container (63 O.S. § 2-508).

2. Excess quantities should be stored or disposed of as required by law or directed by court order.

(e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage.

802.5 RECORDING OF PROPERTY

The property technician receiving custody of property shall ensure a property form for each item or group of items is created. The property form will be the permanent record of the property in the Forensic Services/Property Section. The property technician will record on the property form the date and time the property was received and where the property will be stored.

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A unique property number shall be obtained for each item or group of items from the property log. This number shall be recorded on the property form, property label. The property log shall document the following:

(a) Property number

(b) Case number

(c) Item description

(d) Item storage location

(e) Receipt, release and disposal dates

Any change in the location of property held by the Norman Police Department shall be noted.

802.6 PROPERTY CONTROL

The property technician temporarily relinquishing custody of property to another person shall record on the property form his/her signature, the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Forensic Services/Property Section or released to another authorized person or entity.

The return of the property to the Forensic Services/Property Section should be recorded on the property control card, indicating the date, the time, the name and the signature of the person who returned the property and the name and signature of the person to whom the property was returned.

802.6.1 EVIDENCE

Every time evidence is released or received, an appropriate entry on the property form shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from an Investigations Division supervisor or investigator.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property form, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the property technician at least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the property technician. This request may be submitted any time after the property has been processed.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The property technician releasing items of evidence for laboratory analysis must complete the required information on the property form. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property form. The lab form will be transported with the evidence to the examining laboratory. Upon delivering the item, the member will record the

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delivery time on the property form, and obtain the signature of the person accepting responsibility for the evidence. The original copy of the lab form will remain with the evidence.

802.6.3 CONTROLLED DANGEROUS SUBSTANCES
The Investigations Division will be responsible for the storage, control and destruction of all controlled dangerous substances coming into the custody of this department.The property technician shall report to an Investigations Division supervisor any unexplained or undocumented discrepancies in weight, packaging or other circumstance relating to storage and control of a controlled dangerous substance.

802.6.4 UNCLAIMED MONEY
The property technician shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Chief of Police. The property technician may deposit such money in compliance with existing laws.

802.6.5 OBSCENE MATERIAL AND CHILD PORNOGRAPHY
A property technician shall ensure that obscene material or child pornography held by this department as evidence is destroyed as set forth in 21 O.S. § 1024.4. Evidence includes material stored in a digital format. The destruction should only occur after a Property Techician obtains written approval from the prosecuting agency.

802.6.6 SEXUAL ASSAULT COLLECTION KITS
The Property Techician shall comply with the protocols, rules, and guidelines established by the Oklahoma State Bureau of Investigation for electronic tracking of sexual assault evidence collection kits (74 O.S. § 150.28a).

802.7 RELEASE OF PROPERTY
The Investigations Division Commander, or a desgnee, shall authorize the release of all property coming into the care and custody of the Department.

Release of all property shall be documented on the property form.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

Medical marijuana should only be released upon presentation of a valid identification and valid court order.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Forensic Services/Property Section members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented on the property form.

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A property technician shall release such property when the owner presents proper identification. The signature of the person receiving the property shall be recorded on the property form.

If any item listed on a property form has not been released, the property form will remain with the Forensic Services/Property Section. When all property listed on the form has been released, the form shall be attached to the case in the department's records management system.

802.7.1 DISCREPANCIES
An Investigations Division supervisor will complete a report in the Professional Standards Reporting System whenever a person alleges that there is a shortage or discrepancy regarding his/her property. Thesupervisor may interview the person claiming the shortage. The supervisor shall ensure that an initial search for the alleged missing items is completed and shall attempt to verify the claim.

802.7.2 DISPUTED CLAIMS TO PROPERTY
Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.8 DESTRUCTION OR DISPOSAL OF PROPERTY
An authorized Investigations Division supervisor shall approve the destruction or disposal of all property held by this department.

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from a supervisor. The disposition of all property shall be entered on the property control form and property log.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled dangerous substances declared by law to be illegal to possess without a legal prescription
- Personal property, money or legal tender

802.8.1 BIOLOGICAL EVIDENCE
The property technician shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

- The defendant
- The defendant’s attorney

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- The appropriate prosecutor and Attorney General
- Any sexual assault victim
- The Investigations Division Commander

Biological evidence shall be retained for a minimum period established by law (22 O.S. § 1372; 74 O.S. § 150.28b), the expiration of the applicable statute of limitations, or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice, unless a motion seeking an order to retain the sample is filed and served on this department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigations Division Commander.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

802.8.2 MARIJUANA

If mold growth is discovered on stored marijuana the property technician shall consult with the member assigned to the case investigation for disposition of the remaining marijuana.

802.9 INSPECTION OF THE FORENSIC SERVICES/PROPERTY SECTION

The Investigations Division Commander shall ensure that periodic, unannounced inspections of the Forensic Services/Property Section operations and storage facilities are conducted to ensure adherence to appropriate policies and procedures. The Investigations Division Commander also shall ensure that an audit is conducted annually, or as directed by the Chief of Police. Inspections and audits shall be conducted by a member of this department who is not routinely or directly connected with the Forensic Services/Property Section operations.

Whenever there is a change of assignment for any member with authorized access to the Forensic Services/Property Section, an inventory of all firearms, CDS, cash and a random sampling of other evidence shall be conducted by a person who is not associated with the Forensic Services/Property Section or its function. This is to ensure that all property is accounted for and the records are correct.

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Records Section

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Norman Police Department Records Section. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Norman Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the Planning/Logistics Division Commander or the authorized designee.

The responsibilities of the Records Supervisor include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Section.

(b) Scheduling and maintaining Records Section time records.

(c) Supervising, training and evaluating Records Section staff.

(d) Maintaining and updating a Records Section procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:

1. Homicides
2. Cases involving department members or public officials
3. Any case where restricted access is prudent

803.3.2 RECORDS SECTION

The responsibilities of the Records Section include, but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.

(b) Entering case report information into the records management system.

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1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.

(e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Preparing and maintaining periodic (annual, quarterly, monthly and/or weekly) reports of the Department activities and statistical data summaries.

(h) Providing members of the Department with 24-hour access to criminal warrants.

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Watch Commander.

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, original documents should not be removed from the Records Section. Should an original document be needed for any reason, the requesting department member shall first obtain authorization from the Records Supervisor.

803.5 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

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Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Norman Police Department is committed to providing public access to records in a manner that is consistent with the Oklahoma Open Records Act (51 O.S. § 24A.3 et seq.) and the City of Norman Code of Ordinances 15-204.

804.3 CUSTODIAN OF RECORDS

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to (51 O.S. § 24A.5):

(a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.

(b) Maintaining and updating the department records retention schedule, including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the department bureau responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law. Fee schedules shall be posted for public view at the Department and with the county clerk.

(g) Preparing and making available to the public a description of the basic rights of a person who requests public information, the responsibilities of the Department and the procedures, to include the cost of inspecting or obtaining copies.

Fee schedules shall be posted for public view at the Department and with the county clerk.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

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804.4.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following (51 O.S. § 24A.5):

(a) A request to inspect or obtain copies of records should be in writing.

(b) Records shall be made available for inspection or copying during regular business hours.

(c) The Department is not required to create records that do not exist.

(d) A response to a request to inspect or obtain copies of records shall be provided promptly.

(e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions.

2. If the record is audio/video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted prtions.

(f) A denial of a request to inspect or copy records should be in writing and include the reasons and specific statutory exemption supporting the denial.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Any personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; 51 O.S. § 24A.5).

(b) Personnel records relating to personnel investigations, including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation, or where disclosure would constitute a clearly unwarranted invasion of personal privacy such as in evaluations (51 O.S. § 24A.7).

(c) Home addresses, telephone numbers, and Social Security numbers of members or former members (51 O.S. § 24A.7).

(d) Law enforcement records except for those records identified in 51 O.S. § 24A.8.

(e) Certain victim information by court order (21 O.S. § 142A-9).

(f) Juvenile records (10A O.S. § 2-6-102).

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(g) Certain information relating to acts of terrorism, including investigative evidence; assessments of the vulnerability of government facilities; details for deterrence, prevention, protection, response, and remediation; and certain information technology of a public body (51 O.S. § 24A.28).

(h) Confidential reports and information relating to child abuse and vulnerable adult abuse (10A O.S. § 1-2-101; 10A O.S. § 1-6-107; 43A O.S. § 10-110).

(i) Automated License Plate Reader (ALPR) data retained in conjunction with the Uninsured Vehicle Enforcement Program (47 O.S. § 7-606.1).

(j) Any other information that may be appropriately denied by federal or state law.

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records shall forward the subpoena to the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

804.7.1 TRAFFIC COLLISION REPORTS

All traffic collision reports that are released shall include the following or a similar notice upon the copy (47 O.S. § 40-102): “Warning - State Law. Use of contents for commercial solicitation is unlawful.”

804.8 EXPUNGEMENT

Expungement orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist.

804.9 SECURITY BREACHES

Members who become aware that any Norman Police Department system containing personal information may have been breached should notify the Records Supervisor, or any other supervisor, as soon as practicable.

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The Records Supervisor shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person (24 O.S. § 163).

Notice shall be given without unreasonable delay, consistent with the legitimate needs of the Norman Police Department or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the agency data system. Notice may be delayed if notification will impede a criminal or civil investigation or homeland or national security (24 O.S. § 163).

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following (24 O.S. § 162):

(a) Social Security number

(b) Driver's license number or Oklahoma identification card number

(c) Full account number, credit or debit card number, or any required security code, access code or password that would permit access to an individual's financial account.

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Records Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

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Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Norman Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Norman Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Norman Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Public Safety (DPS) records and Oklahoma Law Enforcement Telecommunications System (OLETS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

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(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Norman Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

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(b) Ensuring federal and state compliance with the U.S. Department of Justice's CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk, in or on an unattended vehicle, in an unlocked desk drawer or file cabinet, on an unattended computer terminal).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

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Animal Welfare

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 POLICY

It is the policy of the Norman Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 ANIMAL WELFARE RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Welfare and include the following:

(a) Animal-related matters during periods when Animal Welfare is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Welfare is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

806.3.1 USE OF CONTROLLED DANGEROUS SUBSTANCES FOR ANIMAL CONTROL

Department members who are required to purchase, possess or administer controlled dangerous substances for animal control shall be trained, certified and registered as required by the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC) (63 O.S. § 2-301).

Controlled dangerous substances used for animal control shall be ordered, stored and transported, and records maintained, pursuant to OAC 475:50-1-4 through OAC 475:50-1-7.

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

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(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, an Animal Welfare Officer should be notified.

806.4.1 AFTER HOURS NOTIFICATION OF ANIMAL WELFARE

The Watch Commander is responsible for notifying the on-call Animal Welfare officer, outside of normal working hours, for the following emergency purposes: (See Major Incident Notification policy)

(a) Where an impound of an animal is made necessary by the arrest, death, or incapacitation of the owner and there is no other person to take responsibility for the animal,

(b) Where a sick or injured animal is suffering or unable to move under its own power,

(c) To remove a large deceased animal from a public roadway if it is considered to be an immediate traffic or health hazard,

(d) After an initial investigation by an officer when:

1. An animal has bitten a human,
2. A dangerous animal poses a threat to public health or safety, or
3. An animal is the subject of cruelty, abuse or neglect.

806.4.2 OFFENSE REPORTS BY OFFICERS

Officers will complete an initial offense report where Animal Welfare personnel are notified about, but do not respond to, the following incidents:

(a) An animal has bitten a human,

(b) A dangerous animal poses a threat to public health or safety, or

(c) An animal is the subject of cruelty, abuse or neglect.

The Records Supervisor will ensure that a copy of the report is routed to the Animal Welfare.

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty of animals should be enforced, including, but not limited to, any offense listed in 21 O.S. § 1680 through 21 O.S. § 1700.

(a) An investigation should be conducted on all reports of animal cruelty.

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(b) Legal steps should be taken to protect an animal that is in need of immediate care of protection from acts of cruelty.

806.5.1 PROTECTIVE CUSTODY OF ABUSED OR NEGLECTED ANIMALS
Members may take protective custody of abused or neglected animals as follows (21 O.S. § 1680.4):

(a) Members may specify the terms and conditions by which an owner or keeper may maintain custody of the animal and impound the animal if the terms and conditions are not met.

(b) Members may obtain a court order to take custody of any animal found neglected or cruelly treated by removing the animal from its present location.

Within seven days of seizing an animal and prior to charges being filed, the Department shall petition the district court for a bond hearing to determine the cost and care for the animal including, but not limited to, medical care and boarding of the animal. The Department may petition the court for a subsequent bond hearing at any time.

The Department shall provide an accounting of expenses to the court when the animal is no longer in the custody of the Department or upon request by the court.

When all expenses covered by the bond are exhausted and a subsequent bond has not been posted, the animal shall be forfeited to the Department.

806.6 ANIMAL BITE REPORTS

Upon confirming an animal bite, members shall ensure that the on-call Animal Welfare officer is notified. If Animal Welfare personnel do not respond, officers shall complete an incident report (see Report Preparation policy) and an Animal Bite Exposure Report. The reporting member will ensure that the Animal Bite Exposure Report is attached to the incident report.

Efforts should also be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

Animal Bite Exposure Report

806.7 STRAY DOGS AND CATS

If the dog/cat has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog/cat should be released to the owner and a citation may be issued, if appropriate. If a dog/cat is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.7.1 STRAY ANIMALS OTHER THAN DOGS AND CATS
Unless the owner is known, an officer notified of a stray animal other than a dog or cat shall attempt to identify the owner by examining brand records and reports of lost, strayed and stolen livestock (4 O.S. § 85.5).

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If the owner is identified, the officer shall notify the owner of the location of the stray animal. If the owner cannot be identified, the officer shall arrange for the housing of the animal at the owner's expense.

If an owner cannot be identified, the Department shall arrange for publication of a notice of the stray animal, and sale if the owner is never identified (4 O.S. § 85.6).

806.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting services from an allied agency.

806.8.1 DANGEROUS DOGS

Members may seize dogs determined to be potentially dangerous or dangerous, as defined in 4 O.S. § 44, as follows:

(a) Members may seize a potentially dangerous dog without a warrant when (4 O.S. § 41):

1. The dog is running at large at the time of the seizure.
2. There is probable cause to believe the dog is a threat to the health, safety and welfare of livestock or persons.

(b) Members shall immediately seize a dangerous dog when (4 O.S. § 47):

1. The dog is not validly registered.
2. The owner does not have the required liability insurance coverage or surety bond.
3. The dog is not maintained in a proper enclosure.
4. The dog is outside of the dwelling of the owner, or outside the proper enclosure, and not under physical restraint of a responsible person.

The seizure of a potentially dangerous or dangerous animal by a member may require the animal to be held pursuant to 4 O.S. § 41.

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

806.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

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806.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, an Animal Welfare Supervisor will be notified.

806.12 DESTRUCTION OF ANIMALS

Members may, with specific approval from an Animal Welfare Supervisor or the Watch Commander, humanely destroy or cause to be humanely destroyed any animal found abandoned and for which no proper care has been given (21 O.S. § 1686).

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

806.13 CUSTODY OF ANIMALS FOLLOWING AN ARREST

When a person is arrested while in charge of an animal, members may take custody of the animal or any vehicle containing an animal pursuant to 21 O.S. § 1686.

806.14 TRAINING

Employees assigned as Animal Welfare Officers should complete the Oklahoma Animal Control Association 80-hour Basic Training Academy or equivalent training.

Employees assigned as Animal Welfare Officers, or any other member designated to employ euthanasia, shall obtain certification as a Euthanasia Technician through the Oklahoma Veterinary Board.

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Forensic Services

807.1 PURPOSE AND SCOPE

This policy provides guidance regarding the forensic science processes used by the Norman Police Department. The policy addresses the specific disciplines and parameters verified through independent accrediting and/or certifying bodies to ensure compliance with industry-established criteria for testing, examination and analysis that comply with rules of evidence.

807.2 POLICY

It is the policy of the Norman Police Department that only appropriately trained, certified and/or accredited personnel and units shall be authorized by the Chief of Police to conduct forensic analyses of potential evidence for criminal prosecution.

807.3 LAB ACCREDITATION

As required by law, any forensic laboratory operated by the Norman Police Department shall be accredited by a nationally recognized and independent system, based on ISO/IEC 17025 standards, that are specific to the maintenance and testing of forensic evidence. (74 O.S. § 150.37)

807.3.1 EXCEPTIONS TO ACCREDITATION REQUIREMENT

The following exceptions shall apply: (74 O.S. § 150.37)

(a) Breath testing for alcohol;

(b) Field testing, crime scene processing, crime scene evidence collection, searches, examination or enhancements of digital evidence, and crime scene reconstruction;

(c) Latent print identification performed by an International Association for Identification (IAI) certified latent print examiner;

(d) Marihuana identification using methods generally accepted in the forensic field that are approved by a forensic laboratory accredited in controlled substances.

807.4 REQUIRED TRAINING AND CERTIFICATIONS

807.4.1 COMMISSIONED PERSONNEL

All commissioned personnel are authorized by the Chief of Police to conduct the following forensic processes:

(a) Field testing, crime scene processing, crime scene evidence collection, and searches.

(b) Breath testing for alcohol when properly certified by the Oklahoma Board of Tests for Alcohol and Drug Influence. (OAC 40:10-3-1)

(c) Mobile device data extraction after completing a course of instruction properly certified by the manufacturer or consistent with the manufacturer's guidelines.

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807.4.2 TECHNICAL INVESTIGATORS

Commissioned personnel, who have been assigned as Technical Investigators by the Chief of Police, will complete the requirements listed below:

(a) A minimum of 40 hrs of an in-house introduction to crime scene processing course within the first year of assignment, and

(b) A minimum of 40 hrs annually thereafter of professional development that includes, but is not limited to, fundamentals of crimes scene photography, latent print processing, and evidence collection.

807.4.3 COLLISION INVESTIGATION AND RECONSTRUCTION TEAM

Commissioned personnel, who have been assigned as investigators with the Collision Investigation and Reconstruction Team by the Chief of Police, will complete the requirements listed below:

(a) A minimum of a 40 hr Institute of Police Technology and Management (IPTM), or equivalent, course At-Scene Traffic Crash/Traffic Homicide Investigation course within the first year of assignment,

(b) An additional 160 hrs of IPTM, or equivalent, Advanced Traffic Crash Investigation and Traffic Crash Reconstruction courses within the first five years of assignment, and

(c) A minimum of 40 hrs annually thereafter of professional development, that includes, but is not limited to, advanced crash reconstruction, vehicle dynamics, vehicle EDR data application, and vehicle system mechanics and safety.

807.4.4 FORENSIC VIDEO EXAMINER

Commissioned personnel, who have been assigned as a Forensic Video Examiner by the Chief of Police, will obtain one of the certifications listed below within the first 3 years of assignment:

(a) IAI Forensic Video Certification

(b) Law Enforcement and Emergency Services Video Association (LEVA) Certified Forensic Video Examiner

Once certified, Forensic Video Examiners will complete continuing education thereafter in coursework that is directly related to maintaining their current certification or obtaining additional/ advanced certifications.

807.4.5 FORENSIC COMPUTER ANALYSTS

Commissioned personnel, who have been assigned as a Forensic Computer Analyst by the Chief of Police, will obtain one of the certifications listed below within the first 3 years of assignment:

(a) AccessData Certified Examiner (ACE)

(b) Certified Forensic Computer Examiner (CFCE)

(c) Certified Computer Examiner (CCE)

(d) Computer Hacking Forensic Investigator (CHFI)

(e) EnCase Certified Examiner (EnCe)

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(f) GIAC Certified Forensics Analyst (GCFA)

Once certified, Forensic Computer Analysts will complete continuing education thereafter in coursework that is directly related to maintaining their current certification or obtaining additional/ advance certifications.

807.4.6 FORENSIC TECHNICIANS

Members who are assigned by the Chief of Police to work as a Forensic Technician shouldcomplete continuing education coursework that is directly related to maintaining their current certification, obtaining additional/advance certifications, or will support the Department's lab accreditation.

807.5 AUTHORIZED INSTRUMENTS, TOOLS AND EQUIPMENT

Only forensic instruments, tools and equipment that are either issued or authorized by the Chief of Police may be used by any member of the Norman Police Department in any official forensic process.

Only members trained and/or certified in the applicable forensic instruments, tools, and equipment are authorized to conduct forensic analysis or examinations.

This section is not intended to limit the use of specialized instruments, tools, and equipment properly employed by members acting within their forensic duties for the department and within their applicable certification or accreditation.

807.6 MANAGEMENT OF FORENSIC PROCESSES

The Staff Services Bureau Bureau Commander is responsible for creating guidelines to manage the accreditation, training and certification requirements of this policy and to include:

(a) Establishing procedures to ensure that forensic and digital evidence is appropriately secured and stored in order to maintain a chain of custody and to prevent loss, contamination, or alteration.

(b) Developing processes for quarterly technical and/or peer review and validation and/ or verification logs as required for accreditation or certification.

807.6.1 LIMITATIONS AND RESTRICTIONS

All members of the Norman Police Department are prohibited from performing any forensic processes on behalf of any public or private entity outside of the Norman Police Department without the specific authorization of the Chief of Police, the Watch Commander, or an on-duty supervisor.

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Chapter 9 - Custody

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Consular Notification and Access

900.1 PURPOSE AND SCOPE

Consular notification may be mandatory when certain foreign nationals are arrested.

900.2 POLICY

Upon the arrest of certain foreign nationals the Norman Police Department recognizes that the U.S. Department of State may require consular notification.

900.3 GENERAL REQUIREMENTS

The Operations Bureau Bureau Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation.

Department members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
  - 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
  - (a) If the country is on the mandatory notification list, then:
    - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
    - (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
    - (c) Forward any communication from the individual to his/her consular officers without delay.
    - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
  - (b) If the country is not on the mandatory notification list and the individual request that his/her consular officers be notified, the:
    - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
    - (b) Forward any communication from the individual to his/her consular officers without delay.

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Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Norman Police Department (34 USC § 11133).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes an offense under 21 O.S. § 1273 for handgun possession by a minor (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - The Norman Police Department does not maintain a facility that allows for the secure custody of juveniles.

Sight and sound separation - Located or arranged to prevent physical, visual or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

Youthful offender - A person that is 13 or 14 years of age who is charged with murder in the first degree and certified as a youthful offender as provided by 10A O.S. § 2-5-205; a person that is 15, 16, or 17 years of age and charged with a crime listed in 10A O.S. § 2.5-206.A; or a person that is 16 or 17 years of age and charged with a crime listed in 10A O.S. § 2-5-206.B. (10A O.S. § 2-5-202)

901.2 POLICY

The Norman Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody.

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Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Juvenile Intervention Center. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Emergency Detentions Policy).

1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Juvenile Intervention Center unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

901.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Norman Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent, legal guardian or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the department (34 USC § 11133).

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901.4.1 PARENTAL/GUARDIAN NOTIFICATION

Officers shall notify parents or guardians of juveniles who are taken into custody as soon as practicable.

901.4.2 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Norman Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.3 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by a promise to appear or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

901.4.4 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Norman Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders may be taken into custody without a court order for any criminal offense for which an adult may be arrested without a warrant (10A O.S. § 2-2-101).

When applicable, members taking a juvenile offender into custody should advise a supervisor that the release of the juvenile may be contrary to the child's welfare and/or the protection of the public. The supervisor may then seek court-approved detention. Examples of when further detention may be appropriate include (10A O.S. § 2-3-101):

(a) The juvenile offender is an escapee from court placement or a fugitive.

(b) The juvenile offender is seriously assaultive, destructive toward others or a danger to him/herself.

(c) The juvenile offender is currently on probation or some form of supervision for a previous offense.

(d) The juvenile offender has a history of failing to appear at court proceedings.

(e) A warrant has been issued for the juvenile.

901.4.5 RELEASE AND HOLDING OF JUVENILE OFFENDERS

Juveniles charged with misdemeanor offenses may be issued a juvenile non-traffic citation and released when appropriate. Officers should consider transporting juvenile offenders to the Juvenile Intervention Center (JIC), or another appropriate facility, where they will be photographed and finger printed prior to release. Officers should also consider notifying the Department of Human Services (Child Welfare) where juveniles have been arrested for repeated delinquent behaviors.

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Juveniles charged with felonies can be handled in the following manner:

(a) The on-call Juvenile Services Unit (JSU) specialist or supervisor shall be notified prior to placing any juvenile in any detention facility.

(b) Juveniles taken into custody for youthful offender offenses may be transported to the Cleveland County Justice Center (CCJC) for detention. (10A O.S. § 2-5-101, 2-5-205, 2-5-206)

(c) Juveniles taken into custody for felonies that are not youthful offender offenses may be:

  (a) Transported to JIC, or another appropriate facility, where the offense is non-violent.

  (b) Screened for detention by the on-call JSU specialist or supervisor.

901.5 ADVISEMENTS

No custodial interrogation of a juvenile shall begin until the juvenile and his/her parents, guardian, attorney, adult relative, adult caretaker or legal custodian are present and have been fully advised of the juvenile's constitutional and legal rights. (10A O.S. § 2-2-301(A), 21 O.S. § 152(1))

An exception to the above includes a custodial interrogation of a person who is 16 or 17 years of age and has previously been certified as a Youthful Offender, or is suspected of committing an offense chargeable as a Youthful Offender. In these circumstances any custodial interrogation shall conform with all the requirements for an adult. (10A O.S. § 2-2-301(B))

See attachment: Custodial Interrogations of Juveniles (Diagram)

901.6 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Norman Police Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

901.7 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Norman Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

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Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.7.1 PREGNANT JUVENILES
Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.8 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

901.9 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

While juvenile offenders may be fingerprinted under the same circumstances as arrested adults, all related records must be amended to reflect any determination made through investigation or by a court that the juvenile offender did not commit the offense for which the fingerprints were taken (10A O.S. § 2-6-107).

901.10 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

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Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Norman Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

This policy meets statutory requirements requiring the adoption of a strip and body cavity search policy pursuant to 11 O.S. § 34-107.

902.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation. All searches shall be documented in an appropriate arrest report or in accordance with the Contacts and Temporary Detentions policy.

902.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

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Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

902.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Norman Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Forensic Services/Property Section Policy.

902.4.2 VERIFICATION OF MONEY

When possible, money retained by the Norman Police Department shall be counted in front of the individual from whom it was received. Additionally, all money shall be retained in accordance with the Forensic Services/Property Section policy.

902.4.3 SPECIFIC PAT-DOWN GUIDANCE

Custody (or pat-down) searches shall be performed by lightly skimming the exterior surface of the inmate’s clothing covering the legs and torso. When an emergency custody search is done by a member of the opposite gender, the back or dorsal surface of the hand should be used (OAC 310:670-1-2).

902.5 STRIP SEARCHES

No individual in temporary custody at any Norman Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention, or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

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(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.5.1 STRIP SEARCH PROCEDURES

Strip searches at Norman Police Department facilities shall be conducted as follows (28 CFR 115.115):

(a) Authorization from the Watch Commander shall be obtained prior to the strip search. The officer conducting the search shall enter the name, date, and circumstances of the approval for the search into the Professional Standards Reporting System.All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(b) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(c) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(d) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(e) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.

2. The reasons less intrusive methods of searching were not used or were insufficient.

3. The written authorization for the search, obtained from the Watch Commander.

4. The name of the individual who was searched.

5. The name and sex of the members who conducted the search.

6. The name, sex and role of any person present during the search.

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7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(f) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

902.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following:

(a) No individual shall be subjected to a physical body cavity search withoutapproval of the Watch Commander and only upon a search warrant. The Watch Commander shall enter the approval for the search into the Professional Standards Reporting System.

(b) A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(c) Only a physician may conduct a physical body cavity search.

(d) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

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(e) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(f) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander's approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(g) A copy of the written authorization shall be retained and shall be made available to the individual who was searched or other authorized representative upon request.

902.7 TRAINING

The Personnel/Training Division Commander shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

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Chapter 10 - Personnel

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Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Norman Police Department and that are promulgated and maintained by the Human Resources Department. Additional guidance can be found in the City Personnel Manual (Sections 200-206).

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Norman Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Personnel/Training Division Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong Internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Personnel/Training Division Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents

(e) Information obtained from public Internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state and federal criminal history record checks

(h) Polygraph or voice stress analyzer (CVSA) examination (when legally permissible and may only be given after a conditional offer of employment)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

(k) Completion of drug and alcohol screening (40 O.S. § 554)

1. An applicant may request a confirmation test of a sample within 24 hours of receiving notice of a positive test. The applicant shall pay all costs of the confirmation test unless the confirmation test reverses the findings of the positive test (40 O.S. § 556).

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation pursuant to 70 O.S. § 3311(E) to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Norman Police Department.

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Norman Police Department shall not require candidates to provide passwords, account information or

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access to password-protected social media accounts (40 O.S. § 173.2). The Department may request voluntary access to a candidate's password-protected social media accounts.

The Norman Police Department should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, Internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Norman Police Department should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 RECORDS RETENTION
The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.3 DOCUMENTING AND REPORTING
The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use in making employment decisions. The report and all supporting documentation shall be included in the candidate’s background investigation file.

1000.5.4 STATE NOTICES
The Department shall report the hiring of an officer to the Council on Law Enforcement Education and Training (CLEET) within 10 days (70 O.S. § 3311(H)).

1000.6 DISQUALIFICATION GUIDELINES
As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment

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- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.6.1 FEDERAL FIREARMS PROHIBITIONS

It is unlawful for any officer candidate to transport, possess or receive any firearm involved in interstate commerce under any of the following conditions (18 U.S.C. § 922(g):

(a) Where the candidate has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;

(b) Where the candidate is a fugitive from justice;

(c) Where the candidate is an unlawful user of, or addicted to, any controlled substance (as defined by 21 U.S.C. § 802) See attachment: Bulletin 18-05 Medical Marijuana.pdf ; Medical Marijuana Update.pdf

(d) Where the candidate has been adjudicated as a mental defective or who has been committed to a mental institution;

(e) Where the candidate is an alien who is either illegally or unlawfully in the United States, or has been admitted under a non-immigrant visa (as defined in 8 U.S.C. § 1101(a)(26)) unless exempted by 18 U.S.C. § 922(y)(2);

(f) Where the candidate has been discharged from the Armed Forces under dishonorable conditions;

(g) Where the candidate, having once been a citizen of the United States, has renounced their citizenship;

(h) Where the candidate is subject to a court order that restrains that person from harassing, stalking, or threatening an intimate partner or child of an intimate partner, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child;

(i) Where the candidate has been convicted in any court of a misdemeanor crime of domestic violence.

1000.6.2 PROHIBITED INTERESTS

No applicant or officer may have an interest, financial or otherwise, or be employed by a wrecker or tow service unless the sole purpose of that business is to perform repossessions of vehicles which are subject to lien and are being repossessed by the lien holder (47 O.S. § 956).

1000.6.3 OTHER PROHIBITIONS

No applicant will be considered for employment as an officer where any of the following apply:

(a) The applicant is under investigation, indictment, or has charges pending for a felony crime, a crime of moral turpitude, a crime of domestic violence, or any other crime that would prohibit them from carrying a firearm.

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(b) The applicant has been arrested, and charges have been filed, for any crime within the three years prior to the date the agency began accepting applications.

(c) The applicant has three or more hazardous moving violations within the two years prior to the date the agency began accepting applications.

(d) The applicant has unlawfully used CDS (excluding marijuana and prescription medicine) within the five years prior to the date the agency began accepting applications.

(e) The applicant has unlawfully used or sold CDS (including marijuana and prescription medicine) within the two years prior to the date the agency began accepting applications.

1000.6.4 NON-COMMISSIONED DISQUALIFICATION GUIDELINES

No applicant will be considered for employment as a non-commissioned employee where any of the following apply:

(a) The applicant has been convicted of, is under investigation, indictment, or has charges pending for a felony crime or a crime of domestic violence;

(b) The applicant has been arrested, and charges have been filed, for any crime within the three years prior to the date the agency began accepting applications;

(c) The applicant has been discharged from the Armed Forces under dishonorable conditions;

(d) The applicant has three or more hazardous moving violations within the two years prior to the date the agency began accepting applications;

(e) The applicant has unlawfully used CDS within the five years (excluding marijuana and prescription medicine) prior to the date the agency began accepting applications;

(f) The applicant has unlawfully used or sold CDS (including marijuana and prescription medicine) within the two years prior to the date the agency began accepting applications.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards and job descriptions shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards and written job descriptions for all positions.

1000.7.1 CLEET STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by Oklahoma law and CLEET-approved certification training, including those provided in 70 O.S. § 3311(E):

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(a) Be at least 21 years of age prior to certification as a peace officer.

(b) Be a United States citizen or in resident alien status, as defined by U.S. Citizenship and Immigration Services.

(c) Possess a high school diploma or a GED equivalency certificate as recognized by state law.

(d) Not have been convicted in state or federal court for any felony, crime of moral turpitude, or a crime of domestic abuse.

(e) Have fingerprint clearance from the Federal Bureau of Investigation and the Oklahoma State Bureau of Investigation.

(f) Have undergone psychological evaluation by the employing agency using a psychological instrument approved by CLEET.

(g) Not be currently undergoing treatment for a mental illness, condition or disorder.

(h) Not be subject to a CLEET order revoking, suspending or accepting a voluntary surrender of peace officer certification.

(i) Be commissioned or appointed by the Department prior to attending CLEET-approved certification training.

(j) Not have been involuntarily committed to an Oklahoma state mental institution.

(k) Certify that he/she is physically able to fully participate in and complete all phases of the CLEET Basic Peace Officer Certification Academy as mandated in CLEET rules.

(l) Submit all required documentation and enrollment materials.

1000.7.2 PENSION SYSTEM REQUIREMENTS

All persons employed to work as a full time police officer, or is hired to undergo training to become a full time police officer, shall participate in the Police Pension and Retirement system upon initial employment as required. Police officers must meet the following requirements. (11 O.S. § 50-112)

(a) Complete a physical-medical examination, as determined by the System, prior to the beginning of actual employment.

(b) Be not less than twenty-one (21) nor more than forty-five (45) years of age when accepted for membership in the system.

1000.7.3 PROBATIONARY PERIODS

The Staff Services Bureau Bureau Commander should coordinate with the Norman Human Resources Department to identify positions subject to probationary periods and procedures for:

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Extending probation.

(d) Documenting successful or unsuccessful completion of probation.

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1000.8 NEW EMPLOYEE ORIENTATION

All new employees of the Norman Police Department shall receive information regarding:

(a) The agency's role, purpose, goals, policies and procedures.

(b) Working conditions and regulations.

(c) Responsibilities and rights of employees and the Norman Police Department.

1000.9 JOB DESCRIPTIONS

The Chief of Police should ensure that a current job description is maintained for each position in the Department.

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Performance Evaluations

1001.1 PURPOSE AND SCOPE

This policy provides guidelines for the Norman Police Department performance evaluation system. Additional guidance can be found in the City Personnel Manual (Section 508).

1001.2 POLICY

The Norman Police Department shall use a performance evaluation system to measure, document and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1001.3 TYPES OF EVALUATIONS

The Norman Police Department shall use the following types of evaluations based upon current City policy and applicable collective bargaining agreements:

(a) Non-union personnel are governed by the current City of Norman Personnel Manual, section 508.

(b) AFSCME personnel are governed by the current bargaining agreement, Article 16.

(c) FOP personnel are governed by the current bargaining agreement, Article 7.

1001.4 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification

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should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

See attachment: Counseling Form.pdf

See attachment: Counseling Continuation Form 8-2015.pdf

See attachment: Evaluation Form 6-2019.pdf

1001.5 EVALUATION FREQUENCY

Supervisors shall ensure that all employees they supervise are evaluated at least once every year.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor shall provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance must be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

The supervisor and employee will sign and date the evaluation.

1001.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of each employee's annual evaluation, the supervisor shall provide access to and require the employee to read the City harassment and discrimination policies and the Norman Police Department Discriminatory Harassment Policy. The supervisor shall give the employee a form to be completed and returned that acknowledges the following:

(a) The employee understands the harassment and discrimination policies.

(b) The employee has had all questions regarding the policies sufficiently addressed.

(c) The employee knows how to report alleged harassment and discrimination policy violations.

(d) Whether the employee has been the subject of, or witness to, any unreported conduct that may violate the discrimination or harassment policies.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

See attachment: Discriminatory Harassment Policy Acknowledgement.pdf

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1001.7 APPEAL

An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation.

1001.8 CHAIN OF REVIEW

The signed performance evaluation, Discriminatory Harassment Policy Acknowledgement form, all associated counseling forms, and any employee attachment, shall be forwarded to the Chief of Police through the employees's chain of command. The Chief of Police, or an authorized designee, shall review the evaluation for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

Each supervisor shall be evaluated, in part, on the quality of evaluations given.

1001.9 RETENTION AND DISTRIBUTION

The original performance evaluation, documented counseling, and any original correspondence related to an evaluation shall be maintained by the Department in accordance with the Personnel Records Policy.

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Special Assignments, Lateral Transfers, and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making lateral transfers and special assignments within the Norman Police Department.

1002.1.1 DEFINITIONS

Special Assignments - Appointments to special teams or individual specialties that are not specifically identified on the organizational chart e.g., SWAT, HDU, Canine, DRE, etc.

Lateral Transfers - Assignements to special duties that are specifically identified on the organizational chart e.g., Detectives, Rangemaster, Training Officer, etc.

Promotions - Assignments to a higher pay classification.

Demotions - Assignments to a lower pay classification.

1002.2 POLICY

The Norman Police Department determines assignments, lateral transfers and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.3 VACANCIES

Requests to fill a current or anticipated vacancy will be made by memoranda through the requestor's chain of command to the Chief of Police. The request shall include:

(a) The number of vacancies or positions requested;

(b) The minimum qualifications for the position(s);

(c) The duties and responsibilities of the position(s);

(d) Pertinent dates;

(e) Any other relevant information.

Assignments, transfers and promotions will be coordinated through the Staff Services Bureau Commander.

1002.3.1 ELIGIBILITY LISTS

The Chief of Police may consider using an eligibility list to avoid the unnecessary repetition of a lengthy selection process. If such a list is used, it will not be valid for more than one year.

1002.4 SPECIAL ASSIGNMENT AND LATERAL TRANSFER POSITIONS

Special assignments and lateral transfers are not considered promotions as the member remains in the same pay classification. The following positions, while not an exhaustive list of all possible

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duties available to members, are recognized as special assignments and lateral transfers for the purpose of this policy:

LATERAL TRANSFERS:

(a) Detective

(b) Forensic Video Analyst

(c) Range Master

(d) Recruiter

(e) Training Officer

SPECIAL TEAMS/UNITS/DISCIPLINES:

(a) Bicycle Team*

(b) Canine Unit*

(c) Collision Investigation Reconstruction Team (CIRT)

(d) Crisis Intervention Training Unit

(e) Defensive Tactics Unit

(f) Firearms Unit

(g) Hazardous Devices Unit (HDU)*

(h) Honor Guard

(i) Law Enforcement Driver Training Unit (LEDT)

(j) Peer Support Response Unit (PSRU)

(k) Police Training Officer Unit

(l) Special Weapons and Tactics team (SWAT)*

(m) Street Crimes Unit

(n) Technical Investigator Unit (TI)

*Due to the training time and response requirements members cannot serve on more than one of the following teams/units/disciplines at the same time: Canine Officer, Special Weapons And Tactics (SWAT), Bicycle Team, and Hazardous Devices Unit (HDU).

Each of these listed teams/units/disciplines are required to make a Standard Operating Procedures (SOP) manual, approved by the assigned team/unit/discipline commander, available to the Chief of Police by October 1 of each year. Where an SOP already exists, a review and update of the SOP must be completed by the assigned team/unit/discipline commander by October 1 of each year. The contents of all SOPs must be in compliance with, and in support of, applicable policies, certification requirements, and Tables of Authorization and Organization (TAO).

OTHER SPECIALTIES:

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Various additional duties and assignments exist in the department that are either specifically identified elsewhere in policy, do not require specific designation by the Chief of Police, or serve at the discretion of a Bureau or Division Commander.

See attachment: General Order 18-05 Standard Operating Procedures

1002.4.1 GENERAL REQUIREMENTS

The Chief of Police is responsible for identifying, documenting and validating any specialized job qualifications in a manner consistent with this policy as well as applicable collective bargaining agreement and laws.

The following requirements should be considered when selecting a candidate for a special assignment or lateral transfer:

(a) Two years of relevant experience

(b) Off probation at the time letter of interest are due.

(c) Possession of or ability to obtain any certification required by CLEET or law

(d) Exceptional skills, experience or abilities related to the special assignment

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training and at the discretion of the Chief of Police.

1002.4.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment or lateral transfer:

(a) Presents a professional, neat appearance.

(b) Demonstrates maturity and motivation appropriate for position.

(c) Ability to work with others and with minimal supervision.

(d) Maintains a physical condition that aids in his/her performance.

(e) Possesses effective verbal and written communications skills.

(f) Expressed an interest in the assignment.

(g) Willing to comply with time and longevity requirements.

(h) Able to obtain training/certification requirements.

(i) Satisfactory, or better, discipline and performance evealuation history.

(j) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making

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4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1002.4.3 SELECTION PROCESS WITHOUT A BOARD

The Chief of Police may use a selection process without a board for special assignments which will include an administrative evaluation as determined by the Chief of Police. Normally, the evaluation should include:

(a) Supervisor recommendations - Each supervisor in the employee's current chain of command will submit a recommendation to the Chief of Police when required.

(b) Bureau Commander Review - where the special assignment involves a recognized team, unit, or discipline - and when required - the assigned commander, and other subject matter experts, will review the employee's letter of interest, supervisor recommendations, and previous evaluation. The assigned commander will submit recommendations to the Bureau Commander for whom the candidate will work.

(c) Bureau Commander interview - The Bureau Commander may schedule interviews with each candidate.The Bureau Commander will submit his/her recommendations to the Chief of Police.

(d) Assignment by the Chief of Police.

1002.4.4 SELECTION PROCESS WITH A BOARD

The Chief of Police should use an interview board for lateral transfers which consists of at least five supervisors approved by the Chief of Police and chaired by a captain (or higher). The chair will select the remaining board members (with approval from the Chief of Police). The other board members will include:

(a) Members will all be of supervisory rank and from two different bureau.

(b) When possible, the board will include individuals who are experts in the field, or trained in the discipline that is under consideration.

(c) Board members will submit potential questions to the board chair for review. Final questions are confidential and will not be discussed by anyone with knowledge of them.

(d) Following the completion of the candidate interview, the chair will forward recommendations from the board to the Chief of Police for consideration.

(e) The Chief of Police will make a final appointment.

1002.4.5 GENERAL

The Chief of Police shall base shift assignments on the following criteria:

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(a) First: The need of the division as it pertains to officer safety and the delivery of police services;

(b) Second: The staffing available to the division;

(c) Third: Department seniority.

Although personnel may request a transfer at any time, officers will be routinely solicited for transfers on an annual basis. Criteria may include:

(a) First: The needs of the department (including appropriate distribution of special team members);

(b) Second: The personal desire of the individual officer;

(c) Third: Department seniority

1002.5 OFFICER PROMOTIONAL REQUIREMENTS

Promotions are coordinated between the Chief of Police and the Human Resources Department in accordance with current collective bargaining agreements and laws.

Candidates are responsible for submitting requests and any other documentation to the Chief of Police on, or prior to, the closing date of the vacancy.

If a sufficient number of qualified applications are not received, an additional vacancy announcement may be issued.

1002.5.1 ELIGIBILITY

Deputy Chief of Police:

Eligibility for the rank of Deputy Chief of Police requires a minimum of one year of service with the Norman Police Department at the rank of Major of Police and at least a bachelor's degree from an accredited college or university. Successful completion of the FBI National Academy, the Senior Management Institute for Police program, or an equivalent executive leadership training course is recommended. Candidates shall not be on probation or suspension on the date the letters of interest are due.

Major of Police:

Eligibility for the rank of Major of Police requires a minimum of two years of continuous service with the Norman Police Department at the rank of Captain of Police and at least a bachelor's degree from an accredited college or university. Candidates shall not be on probation or suspension on the date the letters of interest are due.

Captain of Police:

Eligibility for the rank of Captain of Police requires a minimum of two years of continuous service with the Norman Police Department at the rank of Police Lieutenant and at least a bachelor's degree from an accredited college or university. Candidates shall not be on probation or suspension on the date the letters of interest are due.

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Police Lieutenant:

Only Sergeants or Master Police Officers who are not on probation or suspension on the date that the letter of interest are due are eligible for promotion to Police Lieutenant.

Police Sergeant:

Only Master Police Officers who have a minimum of ten years of continuous service as a Norman Officer are eligible for the title of Police Sergeant. This title is a recognition of the officer's continuous years of service only and is not a supervisory position.

Master Police Officer:

Assignment as Master Police Officer is not considered permanent and shall require annual supervisory review. An MPO may be reassigned as a Police Officer at the request of the MPO or by order of the Chief of Police for disciplinary action or unsatisfactory job performance. If MPO classification is denied, the officer may not be reconsidered for a period of one year. Master Police Officer candidates must meet the following criteria:

(a) Not be on probation or suspension.

(b) Have four and one half years of continuous services as a Norman Police Officer.

(c) Have a letter of recommendation from their current supervisor.

(d) Have an overall rating of "meets expectations", or better, on the most recent two personnel performance evaluations.

1002.5.2 SELECTION PROCESSES

Deputy Chief of Police and Major of Police:

Selection to the ranks of Deputy Chief of Police or Major of Police will be determined by the Chief of Police along with the Human Resources Department.

Captain of Police and Police Lieutenant:

Selection to the ranks of either Captain of Police, or Police Lieutenant should include a written examination, an internal board, and external board, and an interview with the Chief of Police. The Chief of Police may select from a lists of candidates referred to him or her. Any successful candidate will be placed on a probationary status for twelve months to evaluate their performance in that position. Unsatisfactory performance during the probationary period may be cause to restore the person to their previous rank. Satisfactory performance will be cause for the Chief of Police to confirm the candidate.

Police Sergeant and Master Police Officer:

Officers who believe they are eligible for the position of Master Police Officer, or the title of Sergeant, are responsible for notifying the Chief of police in writing. The written request should be forwarded through the officer's chain of command and include supporting dates and statements. Each level of the chain of command may attach their comments.

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1002.6 OTHER SPECIAL ASSIGNMENTS, LATERAL TRANSFERS AND PROMOTIONS

1002.6.1 NON-UNION CIVILIAN

Special assignments, lateral transfers and promotion procedures for non-union civilian are identified in the City of Norman personnel manual.

Personnel who meet requirments of a vacancy and are not on disciplinary probation on the date the letters of interest are due may apply.

1002.6.2 UNION CIVILIAN MEMBERS

Special assignments, lateral transfers and promotion procedures for union civilians will be identified in the current collective bargaining agreement.

Personnel who meet vacancy requirements and are not on disciplinary probation on the date the letters of interest are due may apply.

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Grievances

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Norman Police Department grievance system. The grievance system is intended to facilitate communication and to promptly and equitably address employee grievances in the workplace. Additional guidance can be found in the City Personnel Manual (Section 306).

1003.2 POLICY

It is the policy of the Norman Police Department to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1003.3 PROCESS

The specific processes for grievances are outlined in the current City Personnel Manual and the appropriate collective bargaining agreement:

(a) Non-union employee grievance procedures are listed in the current Personnel Manual, Section 306.

(b) AFSCME employee grievance procedures are listed in the collective bargaining agreement, Article 7.

(c) FOP employee grievance procedures are listed in the collective bargaining agreement, Article 10.

1003.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Chief of Police for inclusion into a secure file for all written grievances. Copies of the documents should also be sent to the Human Resources Department.

1003.5 POLICY OR TRAINING IMPLICATIONS

If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Chief of Police in the memorandum.

1003.6 GRIEVANCE AUDITS

The Internal Affairs Unit should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any change in policy, procedure or training may be appropriate to avoid future grievances. The Internal Affairs Unit should record these findings in a confidential memorandum to the Chief of Police without including any identifying information about any individual grievance.

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Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members. Additional guidance can be found in the City Personnel Manual (Section 302).

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state and local law, ordinance or employment agreement.

1004.2 POLICY

The Norman Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, Chief of Police or the City Director of Human Resources.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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1004.6 COMMANDER RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Commanders shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING: LABOR RELATIONS

State law protects employees from being discharged, penalized or in any other manner discriminated against because they file a complaint or institute an investigation concerning the enforcement of certain labor laws or testify in an investigation or proceeding concerning the enforcement of any Oklahoma labor law (40 O.S. § 199). State law also protects employees engaging in certain activities related to enforcing child abuse laws, occupational health and safety standards, workers' compensation laws and unlawful discrimination laws (10A O.S. § 1-2-101; 40 O.S. § 403(B); 85A O.S. § 7; 25 O.S. § 1601).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs Unit for investigation pursuant to the Personnel Complaints Policy.

1004.8 RECORDS RETENTION AND RELEASE

The Chief of Police, or his designee,er shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Reporting of Arrests, Convictions and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Norman Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1005.2 POLICY

The Norman Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1005.3 DOMESTIC ABUSE CONVICTIONS AND COURT ORDERS

Federal and Oklahoma law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 21 O.S. § 1290.10).

All members and retired officers with identification cards/Commission Cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Members shall report arrests, prosecutions, diagnoses or detentions that may lead to the revocation of their CLEET certification. This may involve (70 O.S. § 3311(J)(1)):

(a) A felony or domestic abuse offense.

(b) A misdemeanor involving moral turpitude.

(c) An emergency detention or a diagnosis of a mental illness, condition or disorder by a licensed physician, psychologist, or a licensed mental health professional as a substantial disorder of thought, mood, perception, psychological orientation or memory that significantly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life.

(d) Entry of a final order of protection against a member.

(e) Any violation of the Oklahoma Private Security Licensing Act.

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While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1005.5 REPORTING

All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Watch Commander or the Chief of Police) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Watch Commander or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable CLEET certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards/Commission Cards rescinded or modified, as may be appropriate (see the Retiree Concealed Firearms Policy).

1005.5.1 NOTIFICATION REQUIREMENTS

The Staff Services Bureau Bureau Commander shall make notifications to CLEET regarding the resignation or termination regarding any current officer in accordance with the Personnel Complaints Policy.

Officers shall immediately notify CLEET if the officer is arrested or if criminal proceedings are initiated against the officer. Notice shall also be required if an emergency or a final victim protective order has been issued against the officer (70 O.S. § 3311(J)(14); OAC 390:10-1-8).

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Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace. This policy meets the statutory requirement setting forth the specifics of a drug- or alcohol-testing program (40 O.S. § 555). Additional guidance can be found in the City Personnel Manual (Section 308)

1006.2 POLICY

It is the policy of the Norman Police Department to provide a drug- and alcohol-free workplace for all members.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1006.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

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Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources Department, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1006.7 SCREENING TESTS

The Department may request or require an individual to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) The supervisor reasonably believes that an employee may be under the influence of drugs or alcohol, based on, but not limited to, the following:

1. Drugs or alcohol on or about the employee’s person or in the employee's vicinity.
2. Conduct by the employee suggests impairment or influence of drugs or alcohol.
3. A report of drug or alcohol use while the employee is at work or on-duty.
4. Information that an employee has tampered with drug or alcohol testing.
5. Negative performance patterns.
6. Excessive or unexplained absenteeism or tardiness.

(b) The employee or another person has sustained a workplace injury or property has been damaged.

(c) For a period of up to two years commencing with an employee’s return to work following a positive test or participation in a drug- or alcohol-dependency treatment program.

(d) An employee transfers or is reassigned to a different position or job.

(e) Following a conditional job offer.

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1006.7.1 ADDITIONAL SCREENING TESTS OF SAFETY-RELATED EMPLOYEES

The Department may also request or require employees who are officers, have drug interdiction responsibilities, are authorized to carry firearms or are engaged in activities which directly affect the safety of others to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) As part of the employee's routinely scheduled fitness-for-duty medical examination or other routinely scheduled testing.

(b) In connection with the employee's return to duty from a leave of absence.

(c) Under a random testing program of employees.

1006.7.2 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1006.7.3 DISCIPLINE

An employee may be subject to disciplinary action if he/she (40 O.S. § 562):

(a) Fails or refuses to submit to a screening test.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

(c) Violates any provisions of this policy.

1006.7.4 SAMPLE COLLECTION AND TESTING

The following apply to the department's drug- and alcohol-testing procedures:

(a) An employee or applicant has the right to refuse a test but the consequences of a refusal may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).

(b) A confirmed positive test may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).

(c) An employee or job applicant will have the opportunity to provide notification of any information he/she considers relevant to the test, including currently or recently used prescription or non-prescription drugs (40 O.S. § 559).

(d) An employee or job applicant will have the opportunity to explain a positive test result and may request and pay for a retest if requested within 24 hours of receiving notice of a positive test result (40 O.S. § 555; 40 O.S. § 556).

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(e) All disciplinary procedural safeguards in this Policy Manual apply including the post-discipline appeal procedures (see the Grievances Policy).

(f) Employees and job applicants shall receive required written notice of the drug- and alcohol-testing procedures as set forth in 40 O.S. § 555.

(g) The safeguards of 40 O.S. § 559 and 40 O.S. § 560 will be followed for any testing.

1006.8 SUBSTANCE ABUSE TESTING PROCEDURES

Drug and alcohol testing shall be conducted according to Federal and State laws as well as the City Personnel Manual and applicable collective bargaining agreements:

(a) Non-union employee testing is governed by the current City Personnel Manual, Appendix A.

(b) AFSCME employee testing is governed by the current bargaining agreement, Appendix H.

(c) FOP employee testing is governed by the current bargaining agreement, Appenidx D.

1006.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1006.10 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests, a member’s explanation of test results and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member’s confidential medical file in accordance with the Personnel Records Policy (40 O.S. § 555).

Drug and alcohol test results and related information shall be made available for inspection and copying upon request by the applicant or employee and may be released to others pursuant to 40 O.S. § 560 and 40 O.S. § 562.

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Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual of sick leave for eligible employees is detailed in the City personnel manual (702) or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA). (29 USC § 2601 et seq.).

1007.2 POLICY

It is the policy of the Norman Police Department to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for absences caused by illness, injury or temporary disability (including pregnancy/maternity), or for medical, dental or vision exams or medical treatment of the employee or the employee's immediate family when it is not possible to schedule such appointments during non-working hours. Members who do not have compensated leave benefits may be eligible for unpaid leave.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick-leave benefits, or both. Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness. (see the Secondary and Outside Employment policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All members should notify their Division Commander, or an authorized representative, as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide their Division Commander, or an authorized representative, with no less than 30-days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

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1007.3.2 PROHIBITIONS

An employee shall only substitute another form of compensated leave time in place of sick leave with prior approval by a supervisor within his/her chain of command.

(a) If the employee's supervisor completes the absentee notice at the time the employee is not able to report to work, then the supervisor will note the type of leave approved on an absentee notice.

(b) If another supervisor completes an absentee notice at the time the employee is not able to report to work, then only sick leave may be approved.

(c) If an employee is not able to report to work and is unable to receive pre-approval from a supervisor in his/her chain of command for compensated leave and does not have any accrued sick leave, then that time will be posted as Leave Without Pay.

1007.4 EXTENDED ABSENCE

Members absent from duty in excess of three consecutive days shall normally be required to furnish a statement from their physician supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Members absent from duty for one day may be required to submit a physicians statement supporting the need to be absent and/or the ability to return to work.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences are consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with the Payroll Technician or the Human Resources Department as appropriate.

(c) Addressing absences and sick leave use in the member’s performance evaluation when excessive or unusual use has:

1. Negatively affected the member’s performance or ability to complete assigned duties.
2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

1007.6 LEAVE SHARING

Members may share accumulated leave time in compliance with the current City of Norman Policy Manual and applicable collective bargaining agreements.

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Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases. Additional guidance is provided in the City of Norman's Safety and Health Handbook.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Norman Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY

The Norman Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

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1. Adhering to mandates contained in 29 CFR 1910.1030 regarding bloodborne pathogens (40 O.S. § 403; OAC 380:40-1-2).
2. Responding to requests and notifications regarding exposures covered under the Ryan White CARE Act (42 USC § 300ff-133; 42 USC § 300ff-136).
3. Implementing universal precautions pursuant to 63 O.S. § 1-502.1 and OAC 310:670-5-8.

The ECO should also act as the liaison with the Oklahoma Public Employees Occupational Safety and Health Division and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

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(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS
Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2).

The vaccination program for members who may act as first responders shall be implemented as appropriate under 63 O.S. § 682.1.

1008.5 POST EXPOSURE

1008.5.1 INITIAL POST-EXPOSURE STEPS
Members who experience an exposure or suspected exposure shall (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practical.

1008.5.2 REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Name and Social Security number of the employee exposed

(b) Date and time of incident

(c) Location of incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall ensure that an Oklahoma Health Department Communicable Disease Risk Exposure Report (Form 207) is completed for each incident and shall submit a copy of the form to

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the appropriate Bureau Commander. The Bureau Commander shall ensure the report is submitted in accordance with OAC 310:555-1-4.

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

See attachment: Form 207.PDF

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1008.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2).

1008.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual directly or through:

1. Notification through public health reporting and disclosures (63 O.S. § 1-502.1).

2. Notice to persons in contact with infected inmates pursuant to 63 O.S. § 1-523.

(b) An order by the local health officer for an examination for tuberculosis pursuant to 63 O.S. § 1-402.

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Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1008.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

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Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Norman Police Department facilities or vehicles. Additional guidance can be found in the City Personnel Manual (Section 307).

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Norman Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use by members and visitors is restricted in all department facilities, buildings and vehicles, as is further outlined in this policy.

1009.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the Norman Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes inside City facilities, buildings and vehicles.

1009.4 SIGNAGE

Signs shall be conspicuously posted at entrances to, and in prominent locations within, the department facilities where smoking is prohibited, stating that smoking is prohibited and that the indoor environment is free of tobacco smoke or that a smoke-free environment is provided pursuant to 63 O.S. § 1-1525 and OAC 310:355-17-1.

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Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Norman Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The Norman Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules and the requirements of any employment agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be addressed by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.3.1 COMPLAINT INVESTIGATION CLASSIFICATIONS

Personnel complaint investigations shall be classified in one of the following categories:

Informal - An investigation that involves a minor act, or omission to act, and the Watch Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - An investigation that involves a more serious act or omission to act. Such investigations may be conducted by a supervisor of equal or greater rank than the accused member or referred to the Internal Affairs Unit, depending on the seriousness and complexity of the investigation.

1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

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(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint (see also the Notification to Council of Law Enforcement Education and Training (CLEET) section in this policy).

Any communication made by a participant or counselor in a peer support counseling session conducted by any Norman Police Department-approved provider, and any oral or written information conveyed in the peer support counseling session, is confidential and may not be disclosed by any person participating in the peer support counseling session except as authorized by law (12 O.S. § 2506.2).

1010.3.3 CORRECTIVE ACTION

Corrective action is not considered discipline. Any supervisor, including the Chief of Police, may impose corrective action if it is determined that an act or omission resulted from a minor deficiency in training, or from a minor failure to respond as expected to policies, laws, orders or instruction.

Corrective action consists of any or all of the following:

(a) Verbal counseling

(b) Written counseling

(c) Remedial training

Corrective action documentation will not be placed in satellite or City individual personnel files as an individual item. It should, however, be recorded on counseling forms and included in the Professional Standards Reporting System when associated with a complaint.

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other City facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

See attachment: Complaint Form

1010.4.2 ACCEPTANCE

All complaints will be courteously acknowledged by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be

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filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall initiate a report using the Professional Standards Reporting System.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1010.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented in the Professional Standards Reporting System. (See Administrative Communications policy) The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints are logged by the Professional Standards Reporting system. The system includes a description of the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the system and send an audit report to the Chief of Police or the authorized designee.

1010.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1010.6.1 SUPERVISOR RESPONSIBILITIES

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, it is entered into the Professional Standards Reporting System.

  1. The supervisor receiving the complaint will take appropriate action and document the results in the Professional Standards Reporting System.

(b) Responding to all complaints in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

  1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.

  2. If the matter is resolved and no further action is required, the supervisor will note the resolution in the Professional Standards Reporting System.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Watch Commander and Chief of Police are notified via the chain of command as soon as practicable.

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(e) Promptly contacting the Human Resources Department and the Watch Commander for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Watch Commander, who will determine the most appropriate course for follow-up.

(g) When requested, the investigator will provide the complainant of investigator’s name and the complaint number within three days of activation. Such request shall be documented by the receiving supervisor in their entry into the Professional Standards Reporting System.

(h) Collecting preliminary information of a complaint as follows:

1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.

2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

The Internal Affairs Unit is responsible for the review and oversight of all complaints. While a complaint is under investigation the supervisor, or the assigned member of the Internal Affairs Unit, is delegated the authority of the Chief of Police in matters pertaining to the investigation. All employees will respond to requests from the investigator just as they would respond to request from the Chief of Police.

Whether conducted by a supervisor or a member of the Internal Affairs Unit, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated.

(b) Unless waived by the employee, interviews of an accused employee shall be at the Norman Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

(d) Prior to any interview, an employee should be informed of the nature of the investigation.

1. Prior to any interview the employee shall receive a confidential written notification of the complaint. This notification will include a copy of the original complaint or a summary adequately listing the relevant facts and a reference to the employee's rights and responsibilities during the investigation.

2. Upon request, the Chief of Police shall provide the employee with any audio/video recordings, records, statements or other evidence created by, or capturing

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the image of, any on-duty employee being investigated that is relevant to the complaint unless the release would interfere with, or jeopardize, the integrity of the investigation as determined by the Chief of Police.

(e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

(g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a Garrity advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.

(i) All employees subjected to interviews that could result in discipline have the right to have one (1) uninvolved representative present during the interview. However, in order to maintain the integrity of each individual’s statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) All employees shall provide complete and truthful responses to questions posed during interviews.

(k) Employees may be compelled to submit to a polygraph examination, and any refusal to submit to such examination will result in discipline, up to termination, and may be mentioned in any investigation, where:

1. Questions on the examination are specifically and narrowly tailored to the performance of the employee; and

2. If there is someone who relates contradictory information, he/she must agree to submit to a polygraph before the subject employee can be compelled to submit to the examination.

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1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding final disposition.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall resolve any additional allegations either formally or informally as previously described in this policy.

1010.6.4 DISPOSITIONS

At the completion of an **informal** investigation, the investigator will recommend one of the following dispositions to the Chief of Police through the involved member's chain of command:

(a) **No Misconduct** - When the investigation discloses that the alleged act did not occur, did not involve department members, or was justified, lawful and/or proper.

(b) **Corrective Action** - When the investigation discloses that the alleged act occurred but resulted from a minor deficiency in training, or from a minor failure to respond as expected to policies, laws, orders, or instruction.

At the completion of a **formal** investigation, or the exhaustion of follow-up information in an active investigation, the investigator will recommend one of the following dispositions to the Chief of Police:

(a) **Unfounded** - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

(b) **Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

(c) **Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

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(d) **Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

(e) **Exceptional** - When the investigation discloses extenuating circumstances that are not applicable to another disposition

1010.6.5 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within thirty (30) days from the date of discovery by an individual authorized to initiate an investigation unless an exception is granted by the Chief of Police. If the investigation is not completed during this period, a written status report and request for extension shall be filed with the Chief of Police every thirty (30) days until the completion of the investigation. The subject employee, who at the time of the requested extension has received written notification of the complaint, shall also be notified, in writing, of any investigation extensions.

1010.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS
The member conducting the investigation should provide the complainant, and subject employee(s), with periodic updates on the status of the investigation, as appropriate.

1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be accessed any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1010.8 ADMINISTRATIVE ASSIGNMENT

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative assignment. Any employee placed on administrative assignment:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from a administrative

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investigation. Generally, an investigation involving potential criminal conduct should be completed prior to conducting an administrative investigation. Parts of a corresponding administrative investigation, however, may parallel elements of a criminal investigation.

The Chief of Police, where practicable through the chain of command, shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The Norman Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction.

Upon the completion of a criminal investigation, the information may be included in an independent administrative investigation. No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report shall be forwarded directly to the Chief of Police. After reviewing the investigation, the Chief of Police may exercise one of the following options:

(a) Determine that further investigation is required,

(b) Convene a Board of Inquiry to review the investigation and recommend a disposition, or

(c) Assign a disposition and close the investigation.

Where the Chief of Police finds that an investigation is either sustained, or exceptional, the Chief of Police may request that each level of the subject employee's command review the report and include their comments in writing regarding the classification of the disposition and (where appropriate) requesting recommendations for disciplinary or corrective action.

Once the Chief of Police determines a final disposition, the subject employee and the complainant will be notified, in writing, of the disposition.

1010.10.1 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary or corrective action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file for further review.

Once the Chief of Police is satisfied that no further review is required, the Chief of Police shall determine the amount of discipline, if any, that should be imposed.

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1010.10.2 DISCIPLINE

Only the Chief of Police may administer disciplinary action to subordinates. Just cause for discipline includes, but is not limited to, any act or omission which interferes with the orderly and efficient administration of the City, and off-duty behavior which adversely affects the City as an employer. Multiple levels of discipline may be imposed for a single incident, and higher levels of discipline may be imposed without first executing a lower level.

While specific disciplinary procedures may be outlined in an applicable collective bargaining agreement or the City Personnel Manual, generally, progressive discipline from least to most serious level is:

(a) Oral Reprimand: Documented in accordance with AFSCME collective bargaining agreement.

(b) Letter of Reprimand: Letters of Reprimand document disciplinary action.

(c) Probation: Not to exceed one (1) year and in accordance with applicable collective bargaining agreement.

(d) Suspension without pay: Not to exceed 30 (thirty) days. Employees suspended without pay will be issued a memorandum that outlines the specific terms of the suspension which may include suspension of police powers and recovery of police issued equipment and commission credentials.

(e) Demotion: Reduction to a lower rank or pay grade.

(f) Termination: Removal from employment with the City.

1010.10.3 NOTICE OF INTENT TO DISCIPLINE

Where disciplinary action is intended, the Chief of Police shall provide the member with a written notice of the intent to discipline and also include the following:

(a) The Chief of Police shall provide the subject employee with a Statement of Charge and Specification to include:

1. The particular rule(s) alleged to have been violated.
2. The elements of the rule(s) alleged to have been violated.
3. The disposition of the issue or complaint.
4. The working status of the subject employee.
5. The employee's right to a pre-disciplinary conference.

(b) Access to all of the materials considered resulting in the decision.

(c) An opportunity to respond orally (in a pre-disciplinary conference) or in writing to the Chief of Police within five (5) days of receiving the notice.

1. The Chief of Police will determine the date and time of any pre-disciplinary conference.
2. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.

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3. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.
4. Failure to make contact with the office of the Chief of Police within five (5) days of receiving the notice shall be assumed to indicate a waiver of such opportunity.

1010.10.4 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., unfounded, exonerated, not sustained, sustained and exceptional) of the complaint.

1010.11 PRE-DISCIPLINARY CONFERENCE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of evidence, testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1010.11.1 COMPLETION OF THE PRE-DISCIPLINARY PROCESS
Upon completion of the pre-disciplinary process, the Chief of Police may:

(a) Determine that further investigation is required.

(b) Convene a Board of Inquiry.

(c) Administer discipline.

1010.12 NOTICE OF DISCIPLINE

The Chief of Police shall administer discipline by issuing a memorandum titled "Notice of Discipline" to the employee. The notice will include:

(a) The reason(s) for the disciplinary action.

(b) The disciplinary action to be administered.

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(c) The employee's right to appeal as outlined in the appropriate collective bargaining agreement.

1010.12.1 SERVICE OF NOTICE OF DISCIPLINE
The Chief of Police shall cause any Statement of Charge and Specification, Notice of Intent to Discipline, Board of Inquiry notices, and Notice of Discipline memoranda to be delivered to the subject employee. Such notices should generally be provided via department email. Where department email service is not feasible, the employee may be served by other reasonable means including at the subject employees residence or other appropriate place.

1010.12.2 RECORDS OF DISCIPLINE
In all cases where a memorandum is issued regarding disciplinary action, the original shall be forwarded to the subject employee. The original and copies shall be handed directly to recipients or forwarded in envelopes or other means that will reasonably provide confidentiality. Copies shall be disseminated as follows (or as otherwise directed by the Chief of Police):

(a) Bureau Commander of the subject employee

(b) Division Commander of the subject employee

(c) Employee's first line supervisor

(d) Department satellite personnel file

(e) City personnel file

(f) Professional Standards Reporting System

1010.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE
In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.14 POST-DISCIPLINE APPEAL RIGHTS
A subject employee has the right to appeal using the procedures established by applicable collective bargaining agreements and/or personnel rules.

1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES
All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.16 NOTIFICATION TO COUNCIL OF LAW ENFORCEMENT EDUCATION AND TRAINING (CLEET)
The Chief of Police or the authorized designee shall notify CLEET:

(a) Whenever any officer resigns or is terminated. The notification shall be made within 10 days of the resignation or termination or within 30 days if the officer was under investigation (70 O.S. § 3311(H); 70 O.S. § 3311(J)(8)).

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(b) When any civil proceeding or lawsuit is initiated against an officer that relates to matters under the purview of CLEET pursuant to 70 O.S. § 3311. The notice must be sent no later than 10 days after the officer is served with notice of the proceeding (OAC 390:10-1-8).

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Seat Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 (47 O.S. § 12-414).

1011.2 POLICY

It is the policy of the Norman Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement. Exceptions do not include a nonspecific belief that an unusual event could occur.

1011.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with 47 O.S. § 11-1112.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

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1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1011.6 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1011.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except as approved by the Chief of Police.

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Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the Norman Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE

The Staff Services Bureau Bureau Commander shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice. Body armor shall be issued when an officer begins service at the Norman Police Department and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised. The Chief of Police may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

The Staff Services Bureau Bureau Commander shall maintain an inventory of issued body armor. The body armor will be replaced by the Norman Police Department within the manufacturer's five (5) year warranty period or a maximum of twenty percent of the total number of vests annually unless otherwise provided by applicable collective bargaining agreement.

1012.3.1 USE

Generally, the required use of body armor is subject to the following:

(a) Members shall only wear department-approved body armor.

1. Members are permitted to have access to personally owned body armor that meets or exceeds the Norman Police Department standards while on-duty.
2. Body armor that has not been issued by the Norman Police Department or does not conform with issued uniforms (as described in the Uniforms and Civilian Attire policy) shall not be used for standard duty wear.
3. The wearing of body armor that has not been issued by the Norman Police Department must be reasonably associated with an articulable threat relating to enforcement action or a call for service.

(b) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.

(c) Members shall wear body armor when working in class B or C uniform and performing patrol or field duty.

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(d) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

(e) Officers may be excused from wearing body armor when they are involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1. In those instances when body armor is not worn, officers should have reasonable access to their body armor.

1012.3.2 INSPECTION
Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

1012.3.3 CARE AND MAINTENANCE
The required care and maintenance of body armor is subject to the following:

(a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.

1. Unserviceable body armor shall be reported to the supervisor.

(b) Members are responsible for the proper storage of their body armor.

1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.

1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.

2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.

(d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised.

1012.4 RANGEMASTER RESPONSIBILITIES
The responsibilities of the Rangemaster include, but are not limited to:

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(a) Monitoring technological advances in the body armor industry for any appropriate changes to department-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating officers about the safety benefits of wearing body armor.

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Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name. Additional guidance can be found in the City Personnel Manual (Section 900).

1013.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Oklahoma (51 O.S. § 24A.7).

The Director of Human Resources for the City of Norman is the primary custodian of personnel files.

1013.3 SATELLITE PERSONNEL FILE

Satellite personnel files shall be maintained in a limited access and secure location as a record of a member's employment/appointment with this department. Maintenance access is limited to the administrative technicians authorized by the Chief of Police. The satellite personnel file should contain, at a minimum:

(a) The initial Employee Information Sheet , all Change of Status documents, a photograph of the member, and any Tattoo Declaration Form . These should be retained.

(b) A signed Oath of Office (officers only) should be retained.

(c) Personnel Action Forms and Personnel Orders reflecting assignments, promotions and other changes in employment/appointment status. These should be retained.

(d) Original performance evaluations and any counseling forms for the most recent four years.

(e) Discipline records, including copies of any Notice of Discipline.

(f) Commendations and awards.

(g) Special licensing required for duty performance or secondary employment, including those (other than drivers licenses) by a government agency, issued to the member. Examples include, but are not limited to, employment and career licenses and those from the Drug Enforcement Administration, Oklahoma State Bureau of Narcotics and Dangerous Drugs Control, and Oklahoma Veterinary Board, etc.

(h) Any other requests, memoranda and notices to and from the member that does not reveal medical and psychological information.

See attachment: Employee Information Sheet

See attachment: Change of Status

See attachment: Tattoo Declaration Form

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1013.3.1 CONFIDENTIAL INFORMATION

The Chief of Police may restrict access to information that is contained in the confidential section of the satellite personnel file. In addition to confidential information identified elsewhere in this policy, this section may contain:

(a) The member's Personal History Statement, Employment Application and Background Investigation which shall be destroyed as soon as practicable after the completion of the member's initial hire probation.

(b) The member's birth certificate which may be given to the employee upon request.

1013.3.2 RESIDENCY AND TELEPHONE REQUIREMENTS

The following rules are established to ensure that personnel are available for emergency duty:

(a) Employees are responsible for reporting to duty as scheduled.

(b) An employee's residential proximity to the Police Department may limit their selection or appointment to teams, units, or training disciplines.

The following requirements apply to employee telephone listings:

(a) All employees of the Norman Police Department are required to maintain a 24-hour local access telephone service.

(b) Personnel wanting an unlisted telephone number may do so.

(c) Employee telephone numbers shall not be given to any person outside of the Norman Police Department except as directed by the Chief of Police.

(d) If a caller indicates that they have an emergency message for an employee, the call-taker shall attempt to contact the employee immediately.

(e) If a caller does not indicate that they have an emergency message, the call-taker shall take a call-back message for the employee, offer to transfer the caller to voice-mail, or advise the caller of the duty times of the employee.

1013.3.3 CHANGES OF STATUS

In addition to any requirements by the City, an employee of the Norman Police Department who changes their name, residence and/or mailing address, or 24-hour local access telephone number shall complete an NPD Change of Status Form and forward it to the Chief of Police through the employee's chain of command. An employee who changes their name must provide supporting documentation (e.g., marriage license, social security card, or court order).

The form shall be submitted within twenty-four (24) hours of the change of information, and the employee's supervisor shall update the information in the records management system.

See attachment: Change of Status

1013.4 SUPERVISOR FILE

Supervisor files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance counseling and evaluations. The supervisor file may contain

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supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance counseling and evaluations.

1013.5 TRAINING FILE

An individual training file shall be maintained by the Personnel/Training Division Commander for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Personnel/Training Division Commander or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Personnel/Training Division Commander or supervisor shall ensure that copies of such training records are placed in the member's training file.

1013.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or an Internal Affairs Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's satellite personnel file but will be maintained in the Internal Affairs Unit file:

(a) Non sustained

(b) Unfounded

(c) Exonerated

(d) Exceptional

1013.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including, but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA), and/or requests for Temporary Modified Duty Assignments.

(b) Documents relating to workers' compensation claims, on the job injuries or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

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(d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1013.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1013.8.1 FILE ACCESS LOG

A file access log shall be maintained by the administrative technicians authorized to maintain personnel records that will indicate:

(a) The date(s) the file was viewed;

(b) The person who viewed the file;

(c) The justification for viewing the file.

1013.8.2 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Chief of Police.

Upon receipt of any such request, the Chief of Police shall notify the affected member as soon as practicable that such a request has been made.

The Chief of Police shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1013.8.3 RELEASE OF PERSONNEL INFORMATION

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

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1013.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records except for those records made confidential by statute, during the normal business hours of those responsible for maintaining such files (51 O.S. § 24A.7).

Members may view their files only in the presence of an authorized administrative technician, a Bureau Commander, or a Division Commander.

Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record.

Members may be restricted from accessing files containing any of the following confidential information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for Department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

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1013.10 OTHER ACCESS TO MEMBER PERSONNEL RECORDS

An employee's satellite personnel file may be accessed by their supervisor when the need is valid and can be articulated. Permission may be granted by the Chief of Police or the subject employee's Bureau Commander.

A selection board chairperson shall have the complete satellite personnel file of a subject employee at his or her disposal during a selection process. However, to maintain a reasonable level of confidentiality, file contents should not be copied and disseminiated to other board members. Board members shall be reminded that information gained from the file is confidential and may not be discussed outside the board proceedings.

The Chief of Police may grant access to an individual's satellite personnel file to other individuals with a valid reason.

1013.11 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained for a minimum of 2 years after a member's separation from employment. The separation date is official only after resolution of matters such as arbitrations or other legal processes.

The satellite personnel file may be given to employees who meritoriously retire provided that confidential documents are removed.

Letters of Reprimand documenting disciplinary action shall be removed, upon written request of the employee, from all of that employee's personnel files when a period of two (2) years expires without that employee receiving any further disciplinary actions.

Periodic review of personnel records:

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary information should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

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Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.2 POLICY

It is the policy of the Norman Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a request memorandum through the chain of command to the Chief of Police.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments or reasons to be removed from an assignment.

If the request is for a new assignment, it should include:

(a) The member's relevant experience, education and training.

(b) All assignments in which the member is interested..

1014.4 RESPONSIBILITIES

1014.4.1 SUPERVISORS

Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member's Bureau Commander.

1014.4.2 BUREAU COMMANDERS

The Bureau Commander will review all change of assignment requests and submit his/her recommendation to the Chief of Police.

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Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Norman Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the Norman Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1015.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1015.4 CRITERIA

A meritorious or commendable act may include:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1015.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts using the Professional Standards Reporting System (see Administrative Communications policy). The documentation should contain:

(a) Identifying information:

1. For members of the Department - name, bureau and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

1015.4.2 COMMUNITY MEMBER DOCUMENTATION

While written documentation is preferred, recognition of a meritorious or commendable act submitted by a person from the community should be accepted by any member in any form. However, written documentation by the receiving member should be made using the Professional Standards Reporting System (see Administrative Communications policy). Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

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(a) Identifying information:

1. For members of the Department - name, bureau and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

1015.5 AWARDS REVIEW

Awards may be conferred on any active or honorably retired member of the Department and on individuals in the community.

Any employee or citizen who observes or receives information regarding the actions of an individual that, in their opinion, may possibly qualify for an award should submit written documentation to the Chief of Police. The written documentation should include:

(a) A complete account of the incident; and,

(b) The identifying information of all the employees/citizens involved.

The Chief of Police may forward a copy of the written documentation to the Awards Review Committee for consideration.

The Chief of Police will have the final decision on whether or not an award will be given.

1015.6 AWARDS REVIEW COMMITTEE

The Awards Review Committee shall meet as needed with the ranking member serving as the chair.

After the Committee receives written documentation from the Chief of Police, they will convene to review the information. The Committee will discuss the information and all supporting evidence available. Included in the discussion will be the type of award for which the employee may be eligible.

After the discussion, a vote will be taken of the Committee members present. In all cases, a majority vote will constitute approval or disapproval of an award recommendation. Upon completion of the vote, the committee chair will initiate a memorandum to the Chief of Police with the Committee's recommendation.

The Committee may make a recommendation only if a simple majority of voting members are present.

1015.7 AWARDS

1015.7.1 MEDALS

Police Cross

(a) Ribbon on Medal: Black

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(b) Bar: None

(c) Description of Circumstances: To be awarded posthumously to an officer who dies in the performance of duty under honorable circumstances.

Police Medal of Honor

(a) Ribbon on Medal: Red over white over blue

(b) Bar: Red over white over blue with gold trim

(c) Description of Circumstances: May be awarded to an officer who voluntarily distinguishes him/herself conspicuously by gallantry and extraordinary heroism of such a nature that the officer was fully aware of the imminent threat to his/her personal safety.

Police Medal of Valor

(a) Ribbon on Medal: White over red

(b) Bar: White over red with gold trim

(c) Description of Circumstances: May be awarded to an officer for a heroic deed and exceptional meritorious conduct involving exemplary courage, risk and danger to his or her personal safety.

Police Shield

(a) Ribbon on Medal: Purple

(b) Bar: Purple with gold trim

(c) Description of Circumstances: May be awarded to any NPD member who is seriously injured (required emergency medical attention and was potentially life threatening or career ending) while in the performance of his/her duties, and acting within agency guidelines when the injury occurred.

Civilian Service Medal

(a) Ribbon on Medal: Red over white

(b) Bar: Red over white with gold trim

(c) Description of Circumstances: May be awarded for the personal assistance by a civilian in apprehending a criminal and/or extending one's self beyond one's personal safety, to provide prompt action to aid individuals who are in danger, or for outstanding, exemplary and extended service to the Norman Police Department.

1015.7.2 RECOGNITION BARS

Police Commendation Bar with Risk

(a) Bar: Blue with one center white vertical stripe and gold trim

(b) Description of Circumstances: May be awarded to an officer for outstanding performance involving great risk to his/her personal safety while performing his/her duties.

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Police Lifesaving Bar

(a) Bar: Red with gold trim

(b) Description of Circumstances: May be awarded to any Norman Police Department member who is directly responsible for the saving of a human life.

Police Commendation Bar

(a) Bar: Blue with gold trim

(b) Description of Circumstances: May be awarded to any Norman Police Department member for outstanding contributions to the Department or community through the advancement of the mission or values, success of difficult police projects, programs, single incidents, or situations in which such contributions reflect a high degree of official accomplishment.

Supervisor of the Year

(a) Bar: Light blue with star with gold trim

(b) Description of Circumstances: To be presented each calendar year to an NPD supervisor who has conspicuously distinguished him/herself by exceptional conduct, performance, or contributions in accomplishing the mission of the Norman Police Department.

Police Officer of the Year

(a) Bar: Light blue with gold trim

(b) Description of Circumstances: To be presented each calendar year to an officer who has conspicuously distinguished him/herself by exceptional conduct, performance, or contributions in accomplishing the mission of the Norman Police Department.

Traffic Safety Bar

(a) Bar: White with two green vertical stripes and gold trim

(b) Description of Circumstances: May be awarded to an officer for outstanding contributions over time, or for a single significant incident, to the Department and community regarding traffic safety, education, and/or enforcement.

Firearms Bar

(a) Bar: Black with one center white vertical stripe and gold trim

(b) Description of Circumstances: May be awarded to an officer who, during firearms qualification courses, obtains extraordinary scores, displaying exemplary results to other officers, and brings favorable recognition to himself or herself and the department.

Physical Fitness Bar

(a) Bar: Green with gold trim

(b) Description of Circumstances: May be awarded to an officer who exceeds 90% on the Fitness Indicator Testing conducted by the Department.

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Safe Driver Bar

(a) Bar: White with vertical green stripes and gold trim

(b) Description of Circumstances: May be awarded to an NPD employee who routinely drives an agency owned motor vehicle on a public street or highway without sustaining a chargeable traffic collision for five continuous years.

Years of Service Bar

(a) Bar: Gray with gold trim

(b) Description of Circumstances: To be presented to employees who complete continuous years of service (in increments of five years) with the Norman Police Department.

Military Service Bar

(a) Bar: Blue field with nine stars accompanied by three red and three white horizontal stripes and gold trim

(b) Description of Circumstances: To be presented to any Norman Police Department member who is currently serving, or has been honorably discharged from, any branch or component of the US military.

1015.7.3 CERTIFICATES

Civilian Employee of the Year Certificate

(a) Description of Circumstances: To be presented to a Norman Police Department civilian each calendar year who has conspicuously distinguished him/herself by exceptional conduct, outstanding performance, or extraordinary contributions in accomplishing the mission of the Norman Police Department.

Volunteer of the Year Certificate

(a) Description of Circumstances: To be presented to a Norman Police Departmentvolunteer each calendar year who has conspicuously distinguished him/herself by exceptional conduct, outstanding performance, or extraordinary contributions in accomplishing the mission of the Norman Police Department.

Employee of the Quarter Certificate

(a) Description of Circumstances: To be presented each calendar year (Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec) to an NPD employee that has conspicuously distinguished him/herself by exceptional conduct, outstanding performance, or extraordinary contributions in accomplishing the mission of the Norman Police Department during the preceding quarter.

Certificate of Recognition

(a) Description of Circumstances: May be presented to any individual who, while acting as a representative of, or performing duties for, the Norman Police Department during any incident or civic function executes those responsibilities in an outstanding manner that brings favorable recognition to themselves and the Department. The event generating this certificate may involve teamwork, partnerships, or service attitude.

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Certificate of Customer Service Excellence

(a) Description of Circumstances: May be awarded to any NPD member who displays courtesy, prompt service, teamwork, and respect to internal and external customers.

Civilian Service Certificate

(a) Description of Circumstances: May be awarded for the personal assistance by any civilian who, by personal acts, brings favorable recognition to themselves through involvement in civic affairs or activities which are associated with the Norman Police Department, or who assist in creating permanent solutions to problems or enhancing the quality of life in the City of Norman or who assists an officer in the apprehension of a person or persons.

1015.7.4 SPECIAL TEAM/UNIT/DISCIPLINE BARS

(a) Special Team/Unit/Discipline Bar: As approved by the Chief of Police.

(b) Description of Circumstances: May be worn by employees currently assigned to a special team, unit, or discipline.

1015.8 WEARING OF AWARDS

Members of the Norman Police Department may only wear awards as authorized by the Chief of Police.

Only awards conferred during an employee's tenure with the Norman Police Department may be worn unless otherwise authorized by the Chief of Police.

Awards are listed in this policy in the order of prominence (highest to lowest).

Special Team/Unit and Specialty bars are worn in alphabetical order below medals or recognition bars.

1015.8.1 WEARING OF MEDALS

Authorized full-sized medals (with ribbons) may be worn only with class A uniforms.

1015.8.2 WEARING OF MEDAL, RECOGNITION, SPECIAL TEAM/UNIT/DISCIPLINE BARS

Authorized medals, recognition, special team/unit/discipline bars should be worn on Class A uniforms and may be worn on Class B uniforms. They are not authorized for wear on Class C uniforms, specialty uniforms, or civilian clothing.

The most prominent bar will be worn on the top row closest to the heart. The bars are to be centered over the name plate and (where possible) in rows of three. There are a maximum of three rows, and (where necessary) an irregular number of bars on a row will be centered and on the top of the holder.

A backing device will be used to ensure a professional appearance.

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Fitness for Duty

1016.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1016.2 POLICY

The Norman Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member's physical and/or mental capabilities to determine his/her ability to perform essential functions.

1016.3 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.4 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member's normal behavior.

(b) A pattern of irrational conduct, hostility or oppositional behavior.

(c) Personal expressions of instability.

(d) Inappropriate use of alcohol or other substances, including prescribed medication.

(e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.

(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

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1016.4.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Watch Commander or the member's Bureau Commander.

1016.4.2 DUTY STATUS

In conjunction with the Watch Commander or the member's Bureau Commander, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Watch Commander or the member's Bureau Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1016.5 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death/serious bodily injury-in-custody incident.

1016.5.1 PROCESS

The Chief of Police, in cooperation with the Human Resources Department, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

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Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Human Resources Department.

1016.6 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 16 hours in a one-day (24 hours) period
- 30 hours in any two-day (48 hours) period
- 84 hours in any seven-day (168 hours) period

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

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Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks. Additional guidance can be found in the City Personnel Manual (Section 502).

1017.2 POLICY

It is the policy of the Norman Police Department to provide meal periods and breaks to members of this department in accordance with the applicable collective bargaining agreement and the City personnel manual.

1017.3 MEAL PERIODS

Uniformed patrol and traffic officers shall request clearance from the communications officer prior to taking a meal period. Uniformed officers shall take their meal periods within the City limits and shall monitor the police radio, unless on assignment outside of the City.

The time spent for the meal period shall not exceed the authorized time allowed.

1017.4 BREAKS

Each member is entitled to a 15-minute break, near the midpoint, for each one-half shift per day. Only one break shall be taken during each one-half shift. No breaks shall be taken during the first or last hour of a member's shift unless approved by a supervisor.

Members normally assigned to the police facility shall remain at the police facility for their breaks. This does not prohibit them from taking a break away from the facility if they are on official business.

Members assigned to field duties will take their breaks in their assigned areas, subject to call, and shall monitor the police radio.

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Lactation Breaks

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member's infant child.

1018.2 POLICY

It is the policy of the Norman Police Department to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child for up to one year after the child's birth (29 USC § 207).

1018.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (40 O.S. § 435).

Members desiring to take a lactation break shall notify the communications officer or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1018.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private (40 O.S. § 435). Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

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1018.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends.

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Payroll Records

1019.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages. Additional guidance can be found in the City Personnel Manual (Section 500).

1019.2 POLICY

The Norman Police Department maintains timely and accurate payroll records.

1019.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1019.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays.

Payroll records shall be completed and submitted through the chain of command within 48 hours before a holiday or discretionary leave, within 48 hours after an overtime assignment, or as otherwise approved by a supervisor or established by the City payroll procedures.

1019.5 RECORDS

The Staff Services Bureau Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

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Overtime Compensation

1020.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.). Additional guidance can be found in the City Personnel Manual (Section 503).

1020.2 POLICY

The Norman Police Department will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

1020.3 COMPENSATION

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

Commissioned employees shall be compensated for Overtime and Call-Back as provided for in the collective bargaining agreement, Article 15 as well as Court and Jury Leave, Article 23.

AFSCME employees shall be compensated for Overtime and Call-Back as provided for in the collective bargaining agreement, Article 28.

Non-union and exempt employees shall be compensated for Overtime as provided in the current Personnel Manual, Section 503.

1020.4 REQUESTS FOR OVERTIME COMPENSATION

1020.4.1 EMPLOYEE RESPONSIBILITIES

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

(a) Obtain supervisory approval, verbal or written.

(b) Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour period without supervisory approval.

(c) Record the actual time worked in an overtime status using the department-approved form or method. Informal notations on reports, logs or other forms not approved for overtime recording are not acceptable.

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(d) Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.

1020.4.2 SUPERVISOR RESPONSIBILITIES
Supervisors shall:

(a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.

1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of department resources.

(b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.

1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy.

(c) After verifying and approving the overtime amount, promptly forward the request for compensation to the employee's Bureau Commander for final approval.

1. After the Bureau Commander has authorized compensation, the request shall be submitted to Staff Services Bureau as soon as practicable.

Supervisors may not authorize or approve their own overtime.

1020.5 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed:

TIME WORKED	INDICATE ON CARD
Up to 7.5 minutes	N/A
7.5 to 22.5 minutes	.25 hour
22.5 to 37.5 minutes	.50 hour
37.5 to 52.5 minutes	.75 hour
52.5 to 67.5 minutes	1 hour

1020.5.1 VARIATION IN TIME REPORTED
When two or more employees are assigned to the same activity, case or court trial, and the amount of time for which overtime compensation is requested varies among the officers, the Watch Commander or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

1020.6 REQUESTING USE OF COMPENSATORY TIME

Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt department operations. However, the Department cannot use the incurring of overtime as the sole basis for denying compensatory time.

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Overtime Compensation

Requests to use compensatory time will be submitted to the employee's supervisor at least 72 hours in advance of its intended use. Supervisors may make exceptions in unusual or extraordinary circumstances.

Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).

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Secondary and Outside Employment

1021.1 PURPOSE AND SCOPE

This policy provides guidelines for secondary and outside employment to ensure the Department has the necessary resources available to deliver police services. Additional guidance can be found in applicable Collective Bargaining Agreements and the City Personnel Manual (Section 302).

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Primary Duty - The principal, main or regularly scheduled Departmental duty assignment of the employee.

Overtime Duty - Any overtime, or other than primary duty for which the employee volunteers or is mandated to work for the Department. Overtime employment includes traffic or special projects, court or other extra duty for which the employee receives compensation from the City.

Secondary Employment - Any employment other than primary or overtime duty assignments that includes wearing of any Norman Police Department uniform or the actual or potential use of law enforcement powers.

Outside Employment - Any employment other than primary, overtime or secondary and does not include wearing of a Norman Police Department uniform or the actual or potential use of law enforcement powers.

1021.2 POLICY

The primary duty responsibility for every Department member is with the Norman Police Department. Regular assigned primary and overtime duty shall take precedence over secondary and outside employment including any that has been approved or is pending. All members shall obtain written approval from the Chief of Police or the authorized designee prior to engaging in any secondary or outside employment. Approval of secondary or outside employment shall be at the discretion of the Chief of Police in accordance with the provisions the applicable collective bargaining agreement and this policy. Failure to obtain prior written approval for secondary or outside employment, or engaging in secondary or outside employment that is prohibited by this policy, may lead to disciplinary action.

1021.3 SECONDARY AND OUTSIDE EMPLOYMENT AUTHORIZATION

1021.3.1 REQUEST AND APPROVAL

Members must submit the designated secondary or outside employment request form to their immediate supervisors at least 48 hours before the commencement of the employment. The request form will then be forwarded through the chain of command to the Chief of Police for consideration. If exigent circumstances exist, the Watch Commander, a Division Commander, or a Bureau Commander may provisionally approve the request.

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If approved, the member will be provided with a copy of the approved request form. Unless otherwise indicated in writing on the request form, approval for secondary or outside employment will be valid through the end of the calendar year in which the request is approved. Members seeking to continue secondary or outside employment must submit a new request form at the start of each calendar year.

1021.3.2 DENIAL
Any member whose request for secondary or outside employment has been denied should be provided with a written notification of the reason at the time of the denial.

1021.3.3 REVOCATION OR SUSPENSION
Any member whose approval for secondary or outside employment is revoked or suspended should be provided with a written notification of the reason for revocation or suspension.

Approval for secondary or outside employment may be revoked or suspended:

(a) When a supervisor determines the member's performance is failing to meet standards and the secondary or outside employment may be related to the deficient performance.

    1. Approval for the secondary or outside employment may be reestablished when the member's performance has reached a satisfactory level and with his/her supervisor's authorization.

(b) When a member's conduct or secondary or outside employment conflicts with any applicable collective bargaining agreement, City of Norman or department policy, or any law.

(c) When the secondary or outside employment creates an actual or apparent conflict of interest with the Department or City.

1021.3.4 CONTINUED SECONDARY OR OUTSIDE EMPLOYMENT
Employees who desire continued secondary or outside employment that was approved during a subsequent year must submit the appropriate request marked "annual reveiw" in January of each year.

1021.4 SECONDARY AND OUTSIDE EMPLOYMENT CONDITIONS

1021.4.1 LIMITATIONS
Secondary and oustide employment is subject to the following conditions:

(a) Employees are limited to five (5) hours of secondary or outside employment in a 24 hour period where they are scheduled to perform their regularly assigned duties. Employees are limited to fifteen (15) hours of secondary or outside employment in a 24 hour period where they are not scheduled to perform their regularly assigned duties.

(b) No employee shall receive payment for, or perform any function related to, their secondary or outside employment while on-duty.

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(c) Officers shall not be authorized to work secondary or outside employment involving, or potentially involving, the use of law enforcement powers and/or the wearing of any Department uniforms until the employee has completed their initial employment probation.

(d) Where the secondary or outside employment requires the wearing of a Department uniform, only the Class A and Class B uniforms - along with assigned weapons and equipment - shall be worn unless otherwise authorized by the Chief of Police or the Watch Commander.

(e) Certain secondary employment may be approved under the authority of a separate government license or certification and will not be considered law enforcement related. The Department will require a copy of the license along with a signed release of liability for any secondary employment performed under such licensure or certification. Use of Department uniforms, services, and equipment will not be allowed in such instances without express approval from the Chief of Police or designee.

1021.4.2 RESTRICTED SECONDARY AND OUTSIDE EMPLOYMENT

The Department reserves the right to deny any request for secondary or outside employment that involves:

(a) The use of department time, facilities, equipment or supplies.

(b) The use of the Norman Police Department badge, uniform or influence for private gain or advantage.

(c) The member’s receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment, appointment or as a part of his/her regular duties.

(d) Demands upon the member’s time that would render the performance of his/her duties for this department deficient or substandard.

(e) Activities that may conflict with any other policy or rule of the Department.

(f) A conflict, or potential conflict of interest between to employee's primary duties and the expectations of the secondary or outside employee (See Conflict of Interest policy).

(g) A threat to the dignity of the Norman Police Department.

(h) Working in an establishment that is zoned as a bar. (Municipal Code: 22:450(7))

(i) A business with a history of selling, dispensing, or otherwise providing alcoholic and/or intoxicating beverages to underage and/or intoxicated persons.

(j) Checking personal identification for the purpose of selling, dispensing or otherwise providing alcoholic and/or intoxicating beverages to any person.

(k) A business involved in the growth, packaging, possession, transportation, sale, use or otherwise providing marijuana to any person.

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1021.4.3 SPECIFIC PROHIBITIONS

In addition to any secondary or outside employment identified in applicable collective bargaining agreements or the City personnel manual, employees are prohibited from being involved in the following:

(a) Collection agencies.

(b) Repossessions, process service, eviction notices, or bail bonds.

(c) Public conveyance for hire.

(d) A position where the employee's position, title, or uniform is used to endorse or promote a product.

(e) Private detective agencies.

(f) Full-time employment.

(g) A position that involves obtaining, sharing, or using Department information not available to the public.

1021.4.4 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Chief of Police, undercover officers or officers assigned to covert operations shall not be eligible to work secondary or outside employment in a uniformed or other capacity that could reasonably disclose the officer's law enforcement status.

1021.4.5 DEPARTMENT RESOURCES

Members are prohibited from using any department equipment or resources in the course of, or for the benefit of, any outside employment without the express approval of the Chief of Police and in accordance with State law. This shall include the prohibition against any member using his/her position with this department to gain access to official records or databases of this department or other agencies.

1021.4.6 REVIEW OF FINANCIAL RECORDS

Prior to approving secondary or outside employment, the Department may request that a member provide his/her personal financial records for review if the Chief of Police determines that a conflict of interest may exist. Failure or refusal by the member to provide such records may result in denial of the outside employment.

If, after approving a request for secondary or outside employment, the Department obtains information that a financial conflict of interest exists, the Department may request that the member provide his/her personal financial records for review. Failure or refusal by the member to provide such records may result in revocation or suspension of approval of the outside employment pursuant to this policy.

1021.4.7 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her secondary or outside employment, the member shall promptly submit written notification of such termination to the Chief of Police through the chain of command.

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Any subsequent request for renewal or continued secondary or outside employment must thereafter be processed and approved through the procedures set forth in this policy.

Members shall also promptly submit in writing to the Chief of Police any material changes in secondary or outside employment, including any change in the number of hours, type of duties or the demands of any approved secondary or outside employment. Members who are uncertain whether a change in secondary or outside employment is material are advised to report the change.

1021.4.8 ADMINISTRATIVE ASSIGNMENT OR RESTRICTED DUTY STATUS

Secondary employment shall be prohibited for members who are placed on administrative assignment. Outside employment may be continued with approval from the Chief of Police.

Secondary or outside employment may be continued for members who are placed in a limited duty status with approval from the Chief of Police.

Member desiring to continue secondary or outside employment shall inform their immediate supervisors in writing within five (5) days as to whether they intend to continue their secondary or outside employment while on administrative assignment or limited duty status. The immediate supervisor shall review the duties of the secondary or outside employment, along with the applicable collective bargaining agreement, and any related orders (e.g., Form H, administrative, medical), and forward a recommendation to the Chief of Policethrough the chain of command regarding whether such employment should continue.

In the event that the Chief of Police determines that the secondary or outside employment should be discontinued, or if the member fails to promptly notify his/her supervisor of his/her intention regarding secondary or outside employment, a notice revoking approval of the secondary or outside employment will be forwarded to the member and a copy attached to the original secondary or outside employment request form.

Criteria for revoking approval due to administrative assignment or limited duty status include, but are not limited to:

(a) The secondary or outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's medical professional advisers.

(b) The secondary or outside employment contrary to current collective bargaining agreement.

(c) The member’s failure to make timely notice of his/her intention to the supervisor.

When the member returns to full duty with the Norman Police Department, a written request may be submitted to the Chief of Police to re-approve the secondary or outside employment request.

1021.5 SECONDARY EMPLOYMENT NOTIFICATIONS

At the start of an employee's secondary employment duties, they shall notify the Communications Division of the following via phone, radio, MDC, or other appropriate means:

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(a) Location of employment,

(b) Employee's commission number,

(c) Vehicle number (where applicable),

(d) Primary method of contact and,

(e) Accurate uniform or clothing description.

At the conclusion of the secondary employment duties employees shall notify the Communications Division of their change in status by any appropriate means.

1021.5.1 ARREST AND REPORTING PROCEDURE

Any officer making an arrest or taking other official law enforcement action while working any secondary or outside employment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports shall be considered part of the secondary or outside employment.

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Work-Related Illness and Injury Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses. Additional guidance can be found in the City Personnel Manual (Section 703).

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - Includes an injury to the body, or damage or harm to prosthetics, eyeglasses, contact lenses, or hearing aids, of which the major cause is an accident, cumulative trauma, or occupational disease arising out of the course and scope of employment. Does not generally include injuries related to violent acts that occur in the workplace but are not related to the employee's customary duties, injuries from horseplay, or injuries caused by the employee's misuse of alcohol or drugs (85A O.S. § 2).

1022.2 POLICY

The Norman Police Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements (85A O.S. § 3 et seq.) and City of Norman policies.

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational illness or work-related injury shall report such event immediately where possible, or as soon as practicable to a supervisor.

1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related City-wide injury- or illness-reporting protocol shall also be followed (City of Norman Safety and Health Handbook)

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

See attachment: Injury Report Form-9-21-16(Final).pdf

See attachment: Employee Exposure Report - Chemicals.pdf

1022.3.3 BUREAU COMMANDER RESPONSIBILITIES

The Bureau Commander who receives a report of an occupational illness or work-related injury should review the report for accuracy and determine what additional action should be taken. The

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report shall then be forwarded to the Chief of Police and the City's risk management entity to ensure any required reporting is made to the Oklahoma Public Employees Occupational Safety and Health Division as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1022.3.4 CHIEF OF POLICE RESPONSIBILITIES
The Chief of Police shall review and forward copies of the report to the Human Resources Department. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1022.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Bureau Commander through the chain of command and a copy sent to the Chief of Police and the City's risk management entity.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1022.5 SETTLEMENT OFFERS

When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1022.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL
No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational illness or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

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Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Norman Police Department. Additional information can be found in the City Personnel Manual (Section 302).

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1023.2 POLICY

Norman Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1023.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

Mustaches, sideburns, eyebrows, and other facial hair will be kept neatly trimmed, and tidy. Coloring must be natural or, if dyed, must match the employee's hair color. Braids, adornments, or stylized cuts and patterns are prohibited. Special team commanders may restrict the growth of mustaches, sideburns, and other facial hair by standard operating procedure where it has been deemed inappropriate. Hair that interferes with the wear of required PPE is prohibited. (see *Personal Protective Equipment* policy)

The following are authorized styles of mustaches, sideburns, and other facial hair:

(a) Chevron mustache

(b) Goatee beard

(c) Van Dyke beard

(d) Circle beard

(e) Balbo beard

(f) Short Boxed beard

(g) 3-Day Stubble beard

(h) Short Full beard (not to exceed 1/4 inch)

See attachment: Facial Hair Styles

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1023.3.1 PERSONAL HYGIENE
All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1023.3.2 HAIR
Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

1023.3.4 FINGERNAILS
Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.4 APPEARANCE

1023.4.1 JEWELRY
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related or obscene language is not allowed. See the Uniforms and Civilian Attire Policy for jewelry specifications that apply while wearing the department uniform.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small, worn only in or on the earlobe and only by female department members. Earrings shall be limited to no more than three earrings per ear.

(c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

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(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1023.4.2 TATTOOS AND BODY ART

Tattoos and body art shall not be visible while the employee is in uniform or, if wearing civilian clothing, while the employee is on duty. Existing tattoos, provided they conform to the criteria enumerated in this policy, may be visible only if the employee has an approved Tattoo Declaration Form on file. Additional or modified tattoos and body art that is visible while on duty shall not be obtained after the completion of the Tattoo Declaration Form without the express approval of a new form by the Chief of Police.

Tattoos and body art that are extremist, indecent, sexist, racist, or prejudicial against any person are prohibited anywhere on the body as they are detrimental to good order and discipline within the agency.

(a) Extremist tattoos and body art are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies are those which advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal or Oklahoma law based on race, gender, ethnicity, religion, or national origin.

(b) Indecent tattoos and body art are those that are grossly offensive to modesty, decency, or propriety; or shock the moral sense because of their vulgar, filthy, or disgusting nature or tendency to incite lustful thought, or tend reasonably to corrupt morals or incite sexual desire.

(c) Sexist tattoos and body art that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of indecent.

(d) Racist tattoos and body art are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, religion, or national origin.

Exceptions to this policy are medically necessary tattoos, or common cosmetic tattoos such as permanent eyebrows, makeup, skin discoloration repair, etc. provided they conform to the criteria enumerated in this policy.

When deemed operationally necessary, the Chief of Police may grant permission to an officer in a special assignment to display an existing tattoo or body art.

See attachment: Tattoo Declaration Form

1023.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Norman Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

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(b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).

(c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).

(d) Branding, scarification or burning to create a design or pattern.

1023.4.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Norman Police Department in any official capacity. Such ornamentation includes, but is not limited to:

(a) Objects that are bonded to front teeth.

(b) Gold, platinum or other veneers or caps used for decorative purposes.

(c) Orthodontic appliances that are colored for decorative purposes.

1023.4.5 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Norman Police Department in any official capacity.

1023.4.6 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1023.4.7 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1023.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

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Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for Norman Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1024.2 POLICY

The Norman Police Department will provide uniforms, compensation for uniforms, to all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All serviceable uniforms and non-expendable equipment issued to department members shall be returned to the Department upon termination or resignation.

1024.3 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by members as needed. Uniforms shall be worn as described and specified in this policy. Additional guidance can be found in applicable collective bargaining agreements:

(a) AFSCME personnel are governed by the current bargaining agreement, Article 31.

(b) FOP personnel are governed by the current bargaining agreement, Article 36.

The following shall apply to those assigned to wear department-issued uniforms:

(a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Uniforms shall be worn in compliance with any applicable department specifications.

(d) Members shall wear only the uniforms specified for their ranks and assignments.

(e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.

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(f) Civilian uniforms shall be clearly distinguishable from those of commissioned officers.

(g) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.

(h) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.

(i) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

(a) Mirrored sunglasses will not be worn.

(b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

1024.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

(a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets. The shoulder patch shall be affixed ½" down from the seam and centered.

(b) Badge - The department-issued badge, or an authorized sewn-on cloth/plastic replica, must be worn and visible at all times while in uniform. The badge shall be affixed above the left pocket, as close to the pocket as possible, and centered over the pocket.

1. When a jacket is worn, the badge, or an authorized sewn-on cloth replica, shall be affixed to the jacket in the same manner as the uniform.

(c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nametape, shall be worn at all times while in uniform. The nameplate, or authorized sewn-on cloth nametape, shall be affixed above the right pocket, as close to the pocket as possible, and centered over the pocket.

1. When a jacket is worn, the nameplate, or an authorized sewn-on cloth nameplate, shall be affixed to the jacket in the same manner as the uniform.

(d) Collar brass / Rank insignia - For commissioned members the designated insignia indicating the member's rank must be worn at all times while in uniform.

1. Rank insignia for the Chief of Police, Majors, Captains, and Lieutenants shall be worn on both collars, ½" above the bottom of the collar and centered between the outside edge of the collar and the fold of the collar at the neck.

2. Rank insignia for Sergeants shall be worn on both collars, 1" above the point of the collar and centered on a line bisecting the collar.

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3. N.P.D. collar brass for Police Officers and master Police Officers shall be worn on both collars, with the top edge of the N.P.D. ½" down from the fold of the collar at the neck and the trailing period ½" up from the bottom of the collar.

(e) American flag pin - An American flag pin may be worn with the Class A or Class B uniform on the right pocket flap, centered between the top of the pocket and the top of the button hole, and centered under the nameplate.

(f) Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn on the Class A or Class B uniform, as close to the nameplate (or nametape) as possible, and centered above the nameplate.

(g) "Ike" Jacket - Optional

1. Collar brass / Rank insignia: worn in the same manner as the uniform.
2. Outer-garment badge: worn in the same manner as the uniform.
3. Authorized awards (optional): worn in the same manner as the uniform.
4. Nameplate: worn in the same manner as the uniform.
5. Shoulder patches: worn in the same manner as the uniform.
6. Sleeve braid (optional)

See attachment: Collar Brass /Rank Insignia

1024.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods should be observed:

(a) Norman Police Department officer - From the time of death until midnight on the 14th day after the death.

(b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.

(d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.

(e) As directed by the Chief of Police.

1024.4 UNIFORM CLASSES

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

(a) Class A - Full dress uniform to be worn by commissioned department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.

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(b) Class B - Standard issue duty uniform to be worn daily by commissioned department members.

(c) Class C - General utility uniform to be worn by commissioned department members.

(d) Special assignment - Specific uniforms to be worn by commissioned department members in specifically identified and approved assignments.

(e) Non-Commissioned - The Chief of Police may require certain non-commissioned members to wear a uniform while on duty.

1024.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

(a) Long-sleeve dress shirt with shoulder patches

(b) Tie

(c) Tie bar

(d) Nameplate

(e) Authorized awards (optional - see Commendations and Awards policy)

(f) Garment badge

(g) Collar brass / rank insignia

(h) Dress trousers

(i) Belt and duty gear (high gloss and equipped as needed for the member’s assignment)

(j) Dark blue or black dress socks

(k) Black polished dress shoes (high gloss - boots with pointed toes are not permitted)

(l) Optional and weather appropriate items:

1. Dress hat with badge.
2. Hat cover.
3. "Ike" Jacket with rank insignia, garment badge, authorized awards (optional), nameplate and shoulder patches.
4. Long rain coat with garment badge.
5. Black dress gloves.

1024.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

(a) Long- or short-sleeve duty shirt with the collar open and no tie

1. A white, dark blue, or black crew neck t-shirt must be worn under the uniform shirt.
2. All shirt buttons must remain buttoned except for the top button at the neck.
3. Long sleeves must be buttoned at the cuff.

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(b) Nameplate (or nametape)

(c) Authorized awards (optional - see Commendations and Awards policy)

(d) Garment badge

(e) Rank insignia

(f) Duty trousers

(g) Belt and duty gear (high gloss or ballistic weave and equipped as needed for the member's assignment)

(h) Dark blue or black socks (if visible)

(i) Black polished dress shoes or boots

1. Approved black cloth/nylon shoes or boots may be worn.
2. Boots with pointed toes are not permitted.
3. Decorative stitching or adornment is not permitted.

(j) Optional and weather-appropriate items:

1. Campaign hat with badge.
2. Cap with departmental logo.
3. Dark blue or black skull cap (cold weather only).
4. Duty sweater with garment badge, nameplate (or nametape), and shoulder patches.
5. Duty jacket with garment badge (or sewn-on cloth/plastic replica), nameplate (or nametape), and shoulder patches.
6. Leather jacket with garment badge.
7. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt.
8. Long or short rain coat with garment badge.
9. Black dress or work gloves.

1024.4.3 CLASS C UNIFORM

The Class C uniform consists of the following:

(a) Long- or short-sleeve white or dark blue polo shirt (with the approved departmental logo embroidered in the same manner as the badge)

1. A white, dark blue, or black crew neck t-shirt must be worn under the polo shirt.
2. All shirt buttons must remain buttoned except for the top button at the neck.

(b) Garment badge (displayed around the neck or on the belt as appropriate)

(c) Utility pants

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(d) Belt and duty gear (high gloss, ballistic weave, or under-belt and equipped as needed for the member's assignment)

(e) Dark blue or black socks (if visible)

(f) Black or tan boots

1. Cloth/nylon boots must be brushed and clean in appearance.
2. Decorative stitching or adornment is not permitted.

(g) Optional and weather-appropriate items:

1. Cap with departmental logo.
2. Dark blue or black skull cap (cold weather only).
3. Duty jacket with garment badge (or sewn-on cloth/plastic replica), nameplate (or nametape), and shoulder patches.
4. Long or short rain coat with garment badge.
5. Rain pants.
6. Black dress or work gloves.

1024.4.4 SPECIALIZED ASSIGNMENT UNIFORM

A Bureau Commander may authorize certain uniforms to be worn by commissioned members while involved in specialized assignments, such as canine handler, SWAT, bicycle patrol, motor officers, physical training, and other specific assignments.

1024.4.5 NON-COMMISSIONED UNIFORMS

When a non-commissioned member of the department wears a uniform, it shall be clearly distinguishable from that of a commissioned member. A Bureau Commander may authorize certain uniforms to be worn by non-commissioned members while involved in specialized assignments, such as Veterinarian Technicians, Forensic Technicians, Property Custody Technicians, and other specific assignments.

(a) **Parking Service Officers** - The following uniform is required for routine duty assignment:

1. Long- or short-sleeve duty shirt or reflective polo (with the approved departmental logo embroidered in the same manner as a badge)
   (a) A white, dark blue, or black crew neck t-shirt must be worn under the polo shirt.
   (b) All shirt buttons must remain buttoned except for the top button at the neck.
2. Utility pants
3. Under-belt equipped as needed for the assignment
4. Dark blue or black socks (if visible)
5. Black boots or shoes

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(a) Cloth/nylon boots or shoes must be brushed and clean in appearance.

(b) Decorative stitching or adornment is not permitted.

6. Optional and weather-appropriate items:

(a) Cap with departmental logo.

(b) Dark blue or black skull cap (cold weather only).

(c) Duty jacket (with approved departmental logo embroidered in the same manner as a badge), nameplate (or nametape), and shoulder patches.

(d) Long or short rain coat.

(e) Rain pants.

(f) Black dress or work gloves.

(b) **Animal Welfare Officers** - The following uniform is required for routine duty assignment:

1. Long- or short-sleeve duty short or polo

(a) A white, dark blue, or black crew neck t-shirt must be worn under the uniform shirt.

(b) All shirt buttons must remain buttoned except for the top button at the neck.

2. Garment badge (or a sewn-on replica embroidered in the same manner as the badge).

3. Utility pants

4. Under-belt equipped as needed for the assignment

5. Dark blue or black socks (if visible)

6. Black boots or shoes

(a) Cloth/nylon boots or shoes must be brushed and clean in appearance.

(b) Decorative stitching or adornment is not permitted.

7. Weather-appropriate items (Optional):

(a) Cap with departmental logo.

(b) Dark blue or black skull cap (cold weather only).

(c) Duty jacket (with approved departmental logo embroidered in the same manner as the badge), nameplate (or nametape), and shoulder patches.

(d) Long or short rain coat with garment badge.

(e) Rain pants.

(f) Black dress or work gloves.

(c) **Animal Welfare Staff** - For those members assigned to the Animal Welfare Division who are not Animal Welfare Officers, the following uniform is required for routine duty assignment:

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1. Long- or short-sleeve polo (with the approved Animal Welfare logo embroidered in the same manner as a badge)
    (a) All shirt buttons must remain buttoned except for the top button at the neck.
2. Utility pants
3. Under-belt equipped as needed for the assignment
4. Dark blue or black socks (if visible)
5. Black boots or shoes
    (a) Cloth/nylon boots or shoes must be brushed and clean in appearance.
    (b) Decorative stitching or adornment is not permitted.
6. Weather-appropriate items (Optional):
    (a) Cap with departmental logo.
    (b) Dark blue or black skull cap (cold weather only).
    (c) Duty jacket (with approved departmental or Animal Welfare logo embroidered in the same manner as a badge), nameplate (or nametape), and should patches.
    (d) Long or short rain coat.
    (e) Rain pants.
    (f) Black dress or work gloves.

(d) **Records Section** - The following uniform is required for routine duty assignment:
1. An approved polo or blouse with "City of Norman Police Records" embroidered in the same manner as a badge.

1024.5 CIVILIAN (NON-UNIFORMED) ATTIRE

There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

(a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.

(b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.

(c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member’s assignment or current task is not conducive to wearing such clothing.

(d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Norman Police Department or the morale of the members.

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(e) The following items shall not be worn while on-duty or when representing the Department in any official capacity unless approved by an employee's Bureau Commander:

1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
2. T-shirt alone or exposed undergarments
3. Swimsuits, tank tops, tube tops or halter tops
4. Sweatshirts, sweatpants or similar exercise clothing
5. Spandex-type pants or transparent clothing
6. Denim pants of any color
7. Shorts
8. Open-toed shoes, shower shoes or "flip-flops", Sliders, or house shoes
9. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1024.6 OPTIONAL EQUIPMENT

Any items that are allowed by the Norman Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

(a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.

(b) When the item is no longer functional because of damage in the course of the member’s duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

1024.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Norman Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members shall not modify or use accessories on any firearm, safety item, tool or other piece of equipment issued by the Department unless specifically authorized by the Chief of Police or the authorized designee.

1024.8 RETIREMENT

The Norman Police Department is dedicated to recognizing those officers who honorably and meritoriously served the citizens of Norman and the Norman Police Department, retired in good

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standing with twenty or more years of service, or who are medically retired, and are eligible for benefits under the Oklahoma Police Pension and Retirement System (OPPRS).

Officers who meritoriously and honorably retire from service shall be allowed to retain departmental equipment as approved by the Chief of Police, or specifically identified in Article 36 of the FOP CBA, where not prohibited by law. Additionally, the department will provide the following:

(a) ***Gift*** : Each retiring officer shall be presented with an appropriate gift.

(b) ***Retired Officers Plaque*** : The Norman Police Department maintains a plaque to honor officers who are retired from the agency. Individual name plates on the plaque will include the officer's full name, rank or title at time of retirement, and dates of service. Criteria for inclusion on the plaque are:

  (a) Have reached their normal retirement date with the Oklahoma Police Pension System;

  (b) Have served as a Norman Police Officer for a minimum of 20 cumulative years;

  (c) Have separated from service honorably and meritoriously;

  (d) Officers separated from service due to medical retirement are excluded from items 1 and 2.

Retired officers may not wear the Norman Police Department uniform, or any part thereof, including badges, headgear, etc., in public without written permission from the Chief of Police. Permission to wear the uniform is generally granted for attendance at funerals, memorial services, or other special events.

1024.8.1 NON-COMMISSIONED RETIREMENT

The Norman Police Department is dedicated to recognizing those non-commissioned employees who honorably and meritoriously served the citizens of Norman and the Norman Police Department and are eligible for City retirement benefits. The department will provide the following to members who meritoriously and honorably retire:

(a) : Each retiring member shall be presented with an appropriate gift.

(b) : The department will maintain a plaque to honor members who are retired from the agency. Individual name plates on the plaque will include the member’s full name, title at the time of retirement, and dates of service. Criteria for inclusion on the plaque are:

  1. Have reached their normal retirement date with the City of Norman;

  2. Have served with the Norman Police Department for a minimum of 20 cumulative years;

  3. Have separated form service honorably and meritoriously;

  4. Members who separated from service due to job-related medical conditions are excluded from items 1 and 2.

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Explorers

1025.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Norman Police Department Explorers.

1025.2 POLICY

It is the policy of the Norman Police Department to offer a program for Explorers to familiarize and prepare qualified individuals for a career in law enforcement. The Department shall ensure that those participating in the program are properly appointed, trained and supervised. The program shall be operated in partnership and under the Guidance of the Boy Scouts of America Learning for Life (BSALL) Exploring Program.

1025.3 RECRUITMENT, SELECTION AND APPOINTMENT

The Norman Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

Applicants shall be required to meet and pass certain pre-appointment procedures as designated by the Chief of Police.

1025.3.1 REQUIREMENTS

Individuals in the Explorer program shall:

(a) Have completed the eighth grade and be at least 14 years of age and under 21 years of age.

(b) Maintain a minimum grade point average of 2.0 (“C” grade) for all courses taken.

(c) Commit to performing at least three hours of service per month.

(d) Sign a detailed hold-harmless agreement covering all aspects of youth participation. (If the individual is not an adult, his/her legal guardian shall sign this agreement.)

1025.3.2 IDENTIFICATION

Explorers shall conform to all of the uniform regulation and appearance standards of this department.

Each Explorer will be provided uniforms, which will meet the specifications described in the designated uniform and equipment specifications. The identification worn by uniformed Explorers shall be different and distinct from that worn by regular department personnel; it will include the designation "Explorer" on the uniform.

Explorers will be issued their Norman Police Department identification cards, which must be carried at all times while on-duty. The Norman Police Department identification card will be the standard identification card, with the exception that “Explorer” will be indicated on the card. Explorers shall be required to return any issued uniform or department property at the termination of service.

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1025.4 EXPLORER COORDINATOR

The Chief of Police shall delegate certain responsibilities to an Explorer coordinator. The Explorer coordinator shall be appointed by, and directly responsible to, the Operations Bureau Bureau Commander or the authorized designee.

The responsibilities of the Explorer coordinator or the authorized designee include, but are not limited to:

(a) Completing and documenting annual registration and re-chartering.

(b) Ensuring the program is operating under current BSALL standards.

(c) Ensuring all program members are complying with BSALL Youth Protection standards.

(d) Selecting, monitoring, training and evaluating Explorer Advisors.

(e) Coordinating Explorer program meetings and events.

(f) Maintaining performance evaluations and ensuring their completion.

(g) Maintaining a liaison with agency Explorer program advisors.

1025.4.1 EXPLORER ADVISERS

The Explorer coordinator may select individual officers to serve as advisers for the Explorer program. Explorer advisers shall be directly responsible to the Explorer coordinator.

The responsibilities of Explorer advisers include, but are not limited to:

(a) Ensuring all program members are complying with BSALL Youth Protection standards.

(b) Conducting Explorer program meetings.

(c) Participating in Explorer program activities.

(d) Monitoring Explorers and their training.

(e) Mentoring Explorers and assisting in their development in the program.

(f) Providing feedback to the Explorer coordinator regarding Explorer educational and job performance and assisting with required evaluations.

1025.4.2 EXPLORER MEETINGS

All Explorer meetings will be scheduled and conducted by the Explorer coordinator or an Explorer adviser. All Explorers are required to attend. Any absences must be satisfactorily explained to the Explorer coordinator.

1025.4.3 EMERGENCY CALLOUT

The Explorer coordinator shall develop a plan outlining an emergency callout procedure.

1025.5 ORIENTATION AND TRAINING

Newly selected Explorers will receive an orientation of the Department and its facilities before reporting to their first assignments. On-the-job training will be conducted in compliance with designated department Explorer training guidelines. Training sessions will be scheduled as needed to train Explorers for as many assignments as possible. In addition to job-specific training,

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information will be offered to prepare Explorers to compete successfully in a police officer selection process and academy training. All Explorer training will focus on improving job performance, as well as preparation to become a police officer. These meetings will also offer an opportunity for Explorers to receive continuous feedback regarding their progress in the Explorer program.

1025.5.1 EXPLORER TRAINING MATERIALS
Each new Explorer will be issued Explorer training materials. The Explorer training materials are an outline of the subject matter and/or skills necessary to properly function as an Explorer with the Norman Police Department. The Explorer shall become knowledgeable of the subject matter. He/she shall also become proficient with those skills as set forth in the Explorer training materials.

1025.6 EXPLORER CHAIN OF COMMAND

A chain of command shall be established to enhance the leadership and career development qualities in Explorers. The ranking structure shall reflect that of the Norman Police Department to help Explorers further understand the Norman Police Department's rank structure.

The chain of command will give Explorers an incentive to dedicate their time in learning about law enforcement. As Explorers move through the chain of command, they will take on leadership roles within the organization and contribute to advancing the program's opportunities.

The promotional process shall be outlined in the Norman Police Explorer Manual.

1025.7 RIDE-ALONGS

All Explorers are authorized to participate in department ride-alongs on their own time and as approved by the Explorer program coordinator or Explorer adviser and the appropriate Watch Commander. Applicable waivers must be signed in advance of the ride-along. Explorers shall wear their uniforms while on a ride-along.

1025.8 SUPERVISION

All Explorers shall be under the direct supervision of a member of the Department or the authorized designee. Explorers shall never supervise regular department personnel.

1025.9 PERFORMANCE EVALUATIONS

Performance evaluations for all Explorers should be completed every six months to assess current job performance and their potential as police officers.

1025.10 NORMAN POLICE EXPLORER MANUAL

The Norman Police Explorer Manual shall be adapted as a Standard Operating Procedure for the operations of the Norman Police Explorer Program. The manual shall operate within the scope of Norman Police Department policy.

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Conflict of Interest

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the Norman Police Department. Additional guidance can be found in the City Personnel Manual (Section 302).

1026.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict, in which it reasonably appears that a member's action, inaction or decisions are or may be influenced by a personal or business relationship.

1026.2 POLICY

Members of the Norman Police Department are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of department members and the public, and thereby maintain the trust of the public and department members.

1026.3 PROHIBITIONS

The Department prohibits the following types of personal or business relationships among members:

(a) Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.
2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing members in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, field training officers (PTOs) and other trainers will not be assigned to train relatives. Department PTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and the person is off probation.

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Members are prohibited from holding an additional public office unless allowed by law (51 O.S. § 6).

Members are prohibited from engaging in a business invovled in the growth, packaging, transportation, sale, or otherwise providing marijuana to any person.

Officers engaging in law enforcement activities are prohibited from engaging in the alcoholic beverage business (37a O.S. § 1-111).

1026.4 MEMBER DUTY TO REPORT

If a personal or business relationship develops or exists between a supervisor and a subordinate, the parties involved shall immediately forward written notificaiton to the Chief of Police through their chain of command.

1026.5 MEMBER RESPONSIBILITIES

Members shall avoid situations that create a conflict of interest. Members should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved member).

Whenever any member is placed in circumstances that would require him/her to take enforcement action or to provide official information or services to any relative or individual with whom the member is involved in a personal or business relationship, that member shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the member shall promptly notify the communications officer to have another uninvolved member either relieve the involved member or, minimally, remain present to witness the action.

1026.6 SUPERVISOR RESPONSIBILITIES

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police or the authorized designee of such actual or potential violations through the chain of command.

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Name, Symbols, Badges, Patches and Identification

1027.1 PURPOSE AND SCOPE

The Norman Police Department (NPD) name, symbols, badge, patch and identification card/ Commission Card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1027.2 POLICY

Members of the Department will use the NPD name, symbols, badge, patch and identification card/Commission Card, as well as the likeness of these items, appropriately and professionally.

1027.3 UNAUTHORIZED USE

The NPD name, symbols, badge, patch and identification card/Commission Card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Department members shall not:

(a) Display or use the NPD name, symbols, badge, patch or identification card/ Commission Card for personal gain or benefit.

(b) Loan the NPD name, symbols, badge, patch or identification card/Commission Card to others or permit these items to be reproduced or duplicated.

(c) Use images of the NPD name, symbols, badge, patch or identification card/ Commission Card, or the likeness thereof, or the Norman Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, social networking or websites.

1027.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD/COMMISSION CARD

Department members shall promptly notify their supervisors whenever their NPD badges, patches or identification cards/Commission Cards are lost, damaged or are otherwise removed from their control.

1027.4 BADGES

The Chief of Police shall determine the form of badges authorized for use by department members. No other badges may be used, carried, worn or displayed.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may purchase at their own expense additional badges. Any additionally purchased badges are considered Department property.

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1027.4.1 RETIREE BADGES
The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.

1027.4.2 PERMITTED USE BY EMPLOYEE GROUPS
The likeness of the NPD badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

(a) An authorized employee group may use the likeness of the NPD badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Norman Police Department. The following modification shall be included:

1. Any text identifying the Norman Police Department is replaced with the name of the employee group.

2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1027.5 IDENTIFICATION CARDS/COMMISSION CARDS

All members will be issued an official NPD identification card/Commission Card bearing the member's name, full-face photograph, member identification number, member's signature and signature of the Chief of Police or the official seal of the Department. All members shall be in possession of their department-issued identification card/Commission Card at all times while on-duty or in department facilities.

(a) Whenever on-duty or acting in an official capacity representing the Department, members shall display their department-issued identification card/Commission Card in a courteous manner to any person upon request and as soon as practicable.

(b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Bureau Commanders.

1027.6 BUSINESS CARDS

The Department will make business cards available to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Department and should contain identifying information including, but not limited to, the member's name, bureau, badge or other identification number and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.

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Temporary Modified-Duty Assignments

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules or current employment agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1028.2 POLICY

Subject to operational considerations and applicable collective bargaining agreements, the Norman Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Norman Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary modified-duty assignments may be granted for up to six months with the possibility of an extention of up to an additional six months. Temporary modified-duty assignments shall not exceed 12 months.

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1028.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses. A supervisor may request a temporary modified-duty assignment for an employee who has been involved in a work-related illness or injury.

An employee, or supervisor, seeking a temporary modified-duty assignment should submit a written request to the Chief of Police or the authorized designee. The request should, as applicable, include a certification, using FMLA Form H , from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Chief of Police will request recommendations from the chain of command regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources Department or the City Attorney as appropriate.

See attachment: Temporary Modified Duty Assignment Form.pdf

See attachment: Form H - Fitness for Duty(2017).pdf

1028.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Bureau Commander.

1028.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations and providing an updated "FMLA Form H" after each appointment with their treating medical professionals.

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(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Bureau Commander that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

1028.5.2 SUPERVISOR RESPONSIBILITIES
The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but are not limited to:

(a) Periodically apprising the Bureau Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Bureau Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1028.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification, using FMLA Form H , from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the applicable collective bargaining agreements.

See attachment: Form H - Fitness for Duty(2017).pdf

1028.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1028.7.1 NOTIFICATION
Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

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1028.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty unless otherwise provided in the applicable collective bargaining agreement.

1028.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

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Performance History Audits

1029.1 PURPOSE AND SCOPE

This policy provides guidance for the use of performance history audits. Performance history audits can help identify commendable performance as well as provide early recognition of training needs and other potential issues. This policy addresses the responsibilities, performance indicators and components of the audit, and handling of collected data.

1029.2 POLICY

The Norman Police Department collects data to assist supervisors with evaluating the performance of their employees. While it is understood that the statistical compilation of data may be helpful to supervisors, the Department recognizes that it cannot account for, and must carefully balance such data with, the many variables in law enforcement, such as:

- Ability to detect crime.
- Work ethic.
- Assignment and shift.
- Physical abilities (ability to perform the job-related physical tasks).
- Randomness of events.

1029.3 RESPONSIBILITIES

Under the authority of the Chief of Police, the Internal Affairs Unit is responsible for collecting performance indicators and other relevant data. The data will be compiled to generate quarterly performance history audit reports that will be provided to the appropriate Bureau Commander. The Internal Affairs Unit will utilize counceling and evaluation forms over the previous year and Professional Standards Reporting System records to compile and track information regarding performance indicators for each officer during each quarter in order to prepare the report.

Though generated quarterly, each report should contain data from a one-year time period.

1029.4 COMPONENTS OF PERFORMANCE HISTORY AUDITS

Performance history audits should include the following components:

- Performance indicators
- Data analysis
- Employee review
- Follow-up monitoring

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1029.4.1 PERFORMANCE INDICATORS
Performance indicators represent the categories of employee performance activity that the Chief of Police has determined may be relevant data for the generation and analysis of performance history audits. These indicators may include, but are not limited to, the frequency and/or number of:

(a) Complaints and inquiries regarding allegations of misconduct against employees;

(b) Disciplinary actions taken against employees with or without a formal complaint;

(c) Use of Force Reports;

(d) Traffic collision reports involving employees while driving agency owned vehicles;

(e) Vehicular Pursuit Reports;

(f) Firearms discharges;

(g) Documented counseling and evaluations.

1029.4.2 DATA ANALYSIS
The Internal Affairs Unit will review each performance history audit report and determine whether it should be provided to the officer’s immediate supervisor for further consideration.

1029.4.3 EMPLOYEE REVIEW
Upon receipt of a performance history audit report, the supervisor will carefully review the report with the officer to assess any potential trends or other issues that may warrant informal counseling, additional training or a recommendation for other action, including discipline. The officer shall date and sign the report and should be provided with a copy of the report upon request.

If a supervisor determines that an officer's performance warrants action beyond informal counseling, the supervisor shall advise the Bureau Commander of such recommendation. If the Bureau Commander concurs with the recommendation of the supervisor, he/she shall take steps to initiate the appropriate action.

If discipline or other adverse action is initiated against an officer as a result of a performance history audit, the officer shall be entitled to all rights and processes set forth in the Personnel Complaints Policy.

1029.4.4 FOLLOW-UP MONITORING
Depending upon the results of each performance history audit, a determination should be made by the Staff Services Bureau Bureau Commander, after discussion with the officer’s immediate supervisor, about the need, type and duration of any follow-up. Performance indicators and data analysis will generally provide the basis upon which such decisions should be made.

1029.5 CONFIDENTIALITY OF DATA
Information, data and copies of material compiled to develop performance history audit reports shall be considered confidential as part of the employee’s personnel file and will not be subject to discovery or release except as provided by law. Access to performance history audit reports

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will be governed under the same process as access to an officer's personnel file, as outlined in the Personnel Records Policy.

Access to the underlying data will be governed by the process for access to the original records (such as police reports).

1029.6 RETENTION

Performance history audit reports and associated records shall be retained in accordance with the established records retention schedule.

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Speech, Expression and Social Networking

1030.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Norman Police Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1030.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Norman Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member's rights against the needs and interests of the Department when exercising a reasonable degree of control over its members' speech and expression.

Additional guidelines regarding the personal use of social media can be found in the City of Norman Personnel Manual. (Policy 313)

1030.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Norman Police Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member,

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a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow department member.
- Otherwise disclosing where another officer can be located off-duty.

1030.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the safety, performance and public-trust needs of the Norman Police Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
2. Expression that demonstrates support for criminal activity.
3. Participation in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

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(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Norman Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Norman Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Norman Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1030.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

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However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

1030.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1030.7 TRAINING

Subject to available resources, the Department should provide training regarding the limitations on speech, expression and use of social networking to all members of the Department.

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Illness and Injury Prevention

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Norman Police Department, in accordance with the requirements of 40 O.S. § 403. Additional guidance can be found in the City Personnel Manual (Section 309) and the City Safety and Health Handbook.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related City-wide safety efforts.

1031.2 POLICY

The Norman Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1031.3 ILLNESS AND INJURY PREVENTION PLAN

The Internal Affairs Unit is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.

(b) Regularly scheduled safety meetings.

(c) Posted or distributed safety information.

(d) A system for members to anonymously inform management about workplace hazards.

(e) Establishment of a safety and health committee that will:

1. Meet regularly.
2. Prepare a written record of safety and health committee meetings.
3. Review the results of periodic scheduled inspections.
4. Review investigations of accidents and exposures.
5. Make suggestions to command staff for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions.
7. Submit recommendations to assist in the evaluation of member safety suggestions.

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8. Assess the effectiveness of efforts made by the Department to meet applicable standards.

(f) Establishing a process to ensure illnesses and injuries are reported as required under 40 O.S. § 403 to the Oklahoma Department of Labor Public Employees Occupational Safety and Health Division within 48 hours for all work-related deaths and for injuries requiring hospitalization of five or more employees.

1031.4 INTERNAL AFFAIRS UNIT RESPONSIBILITIES

The responsibilities of the Internal Affairs Unit include, but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

1. This includes acting as the safety coordinator and meeting related safety program standards (40 O.S. § 403; OAC 380:40-1-22).

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

1. New member orientation that includes a discussion of safety and health policies and procedures.
2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:

1. Informing members of the illness and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring department compliance to meet standards regarding the following (40 O.S. § 403; OAC 380:40-1-2):

(a) Mandates contained in 29 CFR 1910.1030 regarding bloodborne pathogens

(b) Personal protective equipment (29 CFR 1910.132) (see the Personal Protective Equipment Policy)

(c) Emergency action plan (29 CFR 1910.38)

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(e) Making available a form to document inspections, unsafe conditions or unsafe work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available a form to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1031.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Chief of Police.

(e) Notifying the Chief of Police when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1031.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be

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immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Chief of Police via the chain of command.

The Chief of Police will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1031.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Chief of Police shall ensure that the appropriate documentation is completed for each inspection.

1031.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1031.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

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Additionally the supervisor should proceed with the steps to report an on-duty injury, as required under the Work-Related Illness and Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1031.9 TRAINING

The Internal Affairs Unit should work with the Personnel/Training Division Commander and the City of Norman Human Resources Department to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1031.9.1 TRAINING TOPICS

The Personnel/Training Division Commander shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

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(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

(o) Any other training as may be required and at a frequency established by law (40 O.S. § 403).

1031.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

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Line-of-Duty Deaths

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Norman Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1032.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1032.2 POLICY

It is the policy of the Norman Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1032.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Watch Commander and Communications Division.

1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Watch Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Watch Commander or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

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(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1032.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Watch Commander or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

(g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting childcare or other immediate needs.

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(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Norman Police Department members may be apprised that survivor notifications are complete.

1032.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1032.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

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1032.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

(a) Department Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Peer Support Unit (PSU) Commander.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1032.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Bureau Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(e) Coordinating all official law enforcement notifications and arrangements.

(f) Making necessary contacts for authorization to display flags at half-mast.

(g) Ensuring that department members are reminded of appropriate information–sharing restrictions regarding the release of information that could undermine future legal proceedings.

(h) Coordinating security checks of the member's residence as necessary and reasonable.

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(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1032.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Department members and friends of the deceased member.
3. Media personnel.

(b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Norman Police Department members (except for members who may be guarding the suspect).

(c) Ensure that survivors receive timely updates regarding the member before information is released to others.

(d) Arrange for survivors to have private time with the member, if requested.

1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
2. The Hospital Liaison should accompany the survivors into the room, if requested.

(e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.

(f) If applicable, explain to the survivors why an autopsy may be needed.

(g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1032.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Bureau Commander. The following should be considered when selecting the Survivor Support Liaison:

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- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.
2. Items not retained as evidence should be delivered in a clean, unmarked box.
3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.

(a) Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the PSU coordinator to ensure that survivors have access to available counseling services.

(h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.

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(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1032.6.4 PEER SUPPORT UNIT COMMANDER

The PSU Commander should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make PSU and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the PSU coordinator include, but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for PSU and counseling services, including:

  (a) Members involved in the incident.

  (b) Members who witnessed the incident.

  (c) Members who worked closely with the deceased member but were not involved in the incident.

(b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive PSU support as appropriate and possible.

(c) Ensuring that PSU and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.

(d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available PSU and counseling services and assisting with arrangements as needed.

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(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional PSU or counseling services are needed.

1032.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(b) Completing funeral notification to other law enforcement agencies.

(c) Coordinating the funeral activities of the Department, including, but not limited to the following:

1. Honor Guard
    - (a) Casket watch
    - (b) Color guard
    - (c) Pallbearers
    - (d) Bell/rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

(d) Briefing the Chief of Police and command staff concerning funeral arrangements.

(e) Assigning an officer to remain at the family home during the viewing and funeral.

(f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1032.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many Norman Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

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1032.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Workplace Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:

1. Public Safety Officers' Educational Assistance (PSOEA) Program.
2. Social Security Administration.
3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.

1. Surviving spouse pension benefits (11 O.S. § 50-117; 47 O.S. § 2-306; 74 O.S. § 916.3).
2. One-time death benefit (11 O.S. § 50-117.2; 47 O.S. § 2-306.3; 74 O.S. § 916.1).
3. Tuition waivers (70 O.S. § 3218.7).
4. Room and board waivers (70 O.S. § 3218.7-1).

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

See attachment: LODD Assistance

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1032.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

1. Paying survivors' travel costs if authorized.
2. Transportation costs for the deceased.
3. Funeral and memorial costs.
4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.

(d) Providing accounting and cost information as needed.

1032.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Ensure that department members are instructed to direct any media inquiries to the PIO.

(c) Prepare necessary press releases.

1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
2. Ensure that important public information is disseminated, such as information on how the public can show support for the department and deceased member's survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member's survivors with media inquiries.

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

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The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

1032.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1032.9 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1032.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1032.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

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Attachments

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Norman Police Department Policy Manual

Custodial Interrogations of JV.pdf

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CUSTODIAL INTERROGATION OF JUVENILES

NPD Policy 901.5
04-16-19

Offense	Under 7*	8-13**	14-15***	16-17****
Any Non-YO Offense	STOP 21 O.S. §152(1)	STOP 10A O.S. § 2-2-301(A)	STOP 10A O.S. § 2-2-301(A)	STOP 10A O.S. § 2-2-301(A)
YO Offense	STOP 21 O.S. § 152(1)	STOP 10A O.S. § 2-2-301(A)	STOP 10A O.S. § 2-2-301(A)	GO 10A O.S. § 2-2-301(B)

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* Children seven (7) years of age or younger are not capable of committing crimes. *See* 21 O.S. § 152(1).

** Children over the age of seven (7) years, but *under the age of fourteen (14) years*, in the absence of poof that at the time of committing the act or neglect charged against them knew of its wrongfulness, are incapable of committing crimes. *See* 21 O.S. § 152(2).

*** No information gained, or evidence obtained, by a custodial interrogation of a youthful offender or child under sixteen (16) years of age shall be admissible unless the interrogation by any law enforcement officer is done in the presence of the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or child. *See* 10A O.S. § 2-2-301(A).

**** A custodial interrogation of a youthful offender sixteen (16) years of age or older shall conform with all the requirements for the interrogation of an adult. *See* 10A O.S. § 2-2-301(B).

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* Children seven (7) years of age or younger are not capable of committing crimes. *See* 21 O.S. § 152(1).

** Children over the age of seven (7) years, but *under the age of fourteen (14) years*, in the absence of poof that at the time of committing the act or neglect charged against them knew of its wrongfulness, are incapable of committing crimes. *See* 21 O.S. § 152(2).

*** No information gained, or evidence obtained, by a custodial interrogation of a youthful offender or child under sixteen (16) years of age shall be admissible unless the interrogation by any law enforcement officer is done in the presence of the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or child. *See* 10A O.S. § 2-2-301(A).

**** A custodial interrogation of a youthful offender sixteen (16) years of age or older shall conform with all the requirements for the interrogation of an adult. *See* 10A O.S. § 2-2-301(B).

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PSD Feedback Form - v3.1 2017.pdf

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Our Mission

To maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace

Our Vision

Serving the safest city in America through the application of our values, community leadership, innovation and proactive problem solving

Our Core Values

Integrity
Partnerships
Accountability
Mutual Respect
Service Attitude

Norman Police Department
Professional Standards Division
201-B W. Gray St.
Norman, OK 73069

Name

Return Address

City, state Zip

Place Stamp Here

Norman Police Department

Norman, OK

Citizen Feedback Brochure

This form has been developed to assist you in submitting feedback directly to the Norman Police Department.

Common types of feedback include suggestions, complaints, employee commendations, or seek other information from the Norman Police Department.

The Norman Police Department is committed to ensuring our employees provide the highest level of quality professional law enforcement services to our community. Through the application of our core values we strive to achieve our mission as we seek to realize our vision. By providing honest and direct feedback you are a critical part of these efforts. Thank you in advance.

Residents and visitors of our community are encouraged to provide us feedback through any of the following methods.

- By email or phone
- Complete the feedback form below and hand deliver it to the department, provided it to any employee, or attach a stamp and mail it to the department.
- Request to speak to a supervisor or any other employee

Norman Police Department

Professional Standards Division

405-366-5201

PD_Prof_Standards@NormanOK.gov

Norman Police Department Feedback Form

☐ I would like to commend an employee

☐ I would like to offer a suggestion

☐ I would like to file a complaint

☐ Other: _____

_____

_____

_____

_____

_____

_____

_____

_____

Optional Information: *[If necessary, attach additional pages or forms]*

Name: _____ *Phone:* _____ *E-Mail:* _____

AT205(new).pdf

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Routine Routing of Forms

11/10/2020

Form Name	Initiated By	Through	Approved by / Recipient	Holder of Record
ABLE Licensing	ABLE-Chief	-	Chief of Police	Chief's Admin Tech
Accreditation Forms (CLEET)	Instructor	Training Lt	Personnel/Training Cdr	Training Admin Tech
Bus Violations (NPS)	NPS-Traffic/Parking Lt	Chain of Command	Chief of Police	Traffic/Parking Lt
Change of Status Form	Employee-Supervisor	Chain of Command	Chief of Police	Personnel Admin Tech
Discriminatory Harassment Policy Acknowledgement Form	Employee-Supervisor	Chain of Command	Bureau Commander	Personnel Admin Tech
Emergency Contact Information Form	Employee	Chain of Command	Bureau Commander	Personnel Admin Tech
Employee Information Sheet	Employee	Personnel Admin Tech	-	Personnel Admin Tech
Evaluation Forms (Failure to meet standards and all second-line supervisors and above)	Supervisor-Employee	Rating Chain	Chief of Police	Personnel Admin Tech
Evaluation Forms (First-line supervisors and all meets/exceeds standards)	Supervisor-Employee	Rating Chain	Bureau Commander	Personnel Admin Tech
Exposure Report - Chemical Exposure (City)	Employee-Supervisor	Chain of Command	Chief of Police	Payroll Admin Tech
Exposure Report - Communicable Disease Risk Exposure Form (DH Form 207)	Employee-Supervisor	Chain of Command	Chief of Police	Payroll Admin Tech
FMLA (Initial Request)	Employee	Chain of Command	Bureau Commander	Payroll Admin Tech
FMLA Form H (Injury Updates)	Employee-Doctor	Chain of Command	Bureau Commander	Payroll Admin Tech
Hold-Harmless Agreement (Range)	Rangemaster	-	Rangemaster	Rangemaster
Hold-Harmless Agreement (Ride Along)	Requesting Person	Watch Commander	Watch Commander	Watch Commander
Injury Report Form (City)	Employee-Supervisor	Chain of Command	Bureau Commander	Payroll Admin Tech
LEOSA Waiver and Certification	Retiree-Rangemaster	Personnel/Training Cdr	Deputy Chief of Police	Personnel Admin Tech
Personal and Off-Duty Weapon Request Form	Employee	Rangemaster	Personnel/Training Cdr	Personnel Admin Tech
Personnel Update	Employee	Chain of Command	Bureau Commander	Personnel Admin Tech
Purchase Requisition ($1 - $999)	Requesting Person	Chain of Command	Bureau Commander	Purchasing Admin Tech
Purchase Requisition ($1,000 - $2,500)	Requesting Person	Chain of Command	Deputy Chief of Police	Purchasing Admin Tech
Purchase Requisition (Greater than $2,500)	Requesting Person	Chain of Command	Chief of Police	Purchasing Admin Tech
Purchase Requisition (Training)	Training Technician	Chain of Command	Any Major	Purchasing Admin Tech
Records Check	Requesting Person	Records Personnel	Records Supervisor	Records Supervisor
Request for Records	Requesting Person	Records Personnel	Records Supervisor	Records Supervisor
Secondary Employment Request (IA Pro)	Employee	Chain of Command	Bureau Commander	Internal Affairs
Subpoena	Records Supervisor	Chain of Command	Employee	Records Supervisor
Tattoo Declaration Form (Initial)	Employee	Chain of Command	Deputy Chief of Police	Personnel Admin Tech
Tattoo Declaration Form (Modification)	Employee	Chain of Command	Chief of Police	Personnel Admin Tech
Team - Announcement of Opening	Personnel Admin Tech	Team Chain of Command	Chief of Police	Personnel Admin Tech
Team - Letter of Interest	Employee	Chain of Command	Chief of Police	Personnel Admin Tech
Team - Notice of Appointment	Personnel Admin Tech	Chain of Command/Team Commander	Chief of Police	Personnel Admin Tech
Team - Request to Fill Vacancy	Team Coordinator	Team Chain of Command	Chief of Police	Personnel Admin Tech
Team - Request/Notice for Removal	Employee-Coordiantor	Team Chain of Command	Chief of Police	Personnel Admin Tech
Temorary Modified-Duty Assignment Request (Non-OJI)	Employee	Chain of Command	Bureau Commander	Payroll Admin Tech
Temorary Modified-Duty Assignment Request (OJI)	Supervisor	Chain of Command	Bureau Commander	Payroll Admin Tech
Training Request (Below Major)	Employee	Chain of Command	Bureau Commander	Training Admin Tech
Training Request (Major/Deputy Chief/Admin)	Employee	Chief	Chief of Police	Training Admin Tech
Tuition Reimbursement Request	Employee	Chain of Command	Chief of Police	Purchasing Admin Tech
Variance (Parking/Parade/Noise/Street Closures)	Requesting Person	Accepting Supervisor	Any Commissioned Supervisor	Traffic/Parking Lt

Injury Report Form-9-21-16(Final).pdf

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City of Norman
Injury Report Form

Read These Instructions Before Proceeding

The Injury Report Form must be completed for every work-related accident. This report will:

1. Assist employees in obtaining immediate medical treatment (if necessary)
2. Inform the supervisor
3. Be recorded for follow-up and future prevention

Below are guidelines for completing this form (please print neatly in ink).

Employee Responsibilities:

1. Immediately notify supervisor of work related accident
2. Fully complete first section of form, sign and date the report
3. Give form to Supervisor for signature
4. Receive medical treatment, if necessary, per employer direction

Supervisor Responsibilities

1. Complete the second section of form, sign and date the report
2. Inform **Clint Mercer,** Chief Accountant, immediately at (405) 308-6584
3. If the injury is severe, arrange for immediate medical care
4. Make a copy of this form for your records and forward the original to **Clint Mercer**, Chief Accountant, and a **copy** to Brandon McLendon, Safety Manager-Human Resources

Medical Treatment

Employees should receive medical treatment at:

Norman Regional Occupational Health (NROH)
724 24th Ave NW, Ste 200
Norman, OK

(405) 360-6868
8:00 am – 5:00 pm

If NROH is closed or unavailable, receive treatment at:

East Norman Urgent Care
334 12 Ave SE, Ste 110
Norman, OK
(405) 321-1911
8:00 am – 8:00 pm

Immediate Care of Oklahoma
3400 West Tecumseh Road
Norman, OK
(405) 307-6900
8:00 am – 8:00 pm

Immediate Care of Oklahoma
800 24th Ave NW
Norman, OK
(405) 321-7100
8:00 am – 8:00 pm

After normal business hours (listed above), receive emergency treatment at:

Norman Regional Hospital
901 North Porter Ave
Norman, OK

Norman Regional Health Plex ER
3300 Health Plex Parkway
Norman, OK

For Pharmacy prescriptions, employees must go to:

Walgreens
615 West Main Street
Norman, OK

City of Norman
Injury Report Form

This form must be completed within 24 hrs. of injury in employee's own handwriting

To be completed by Employee

Full Name: _____
Last *First* *M.I.*

Department / Division: _____

Immediate Supervisor: _____ Department Head: _____

Date of Injury: _____ Time of Injury: _____ AM/PM Time Shift Began _____ AM/PM

Date Reported to Supervisor: _____

(FIRE ONLY) Station Assignment at beginning of shift: _____

Specific Body Part: _____
Right, Left, Upper, Lower, etc.

Nature of Injury: _____
Strain, Twisted, Irritation, Laceration, etc.

First Aid rendered: _____
Nonprescription medication, tetanus, cleaning, ice, etc.

Location of accident: _____

Detailed explanation of circumstances: _____

_____

_____

_____

Witnesses to Injury: _____

Transported to Medical Facility: ☐ Yes ☐ No

If yes, at what time and by whom: _____

Employee Signature _____ Date _____

To be completed by Supervisor

Treatment Required: ☐ No Treatment Received ☐ First Aid Only ☐ Medical Treatment

Has employee returned to work: ☐ Yes ☐ No Date of return: _____

Supervisor Signature _____ Date _____

Distribution

Send original to Clint Mercer, Finance
Send copy to Safety – Human Resources Department

City of Norman
PO Box 370
Norman, OK 73070

AUTHORIZATION TO RELEASE MEDICAL INFORMATION

TO: _____

RE: _____

Nature of injury: _____

You are hereby authorized to furnish and release to the representatives of the City of Norman all information, records and reports, including x-rays and photostatic copies, complete or abstracted records requested concerning examination(s), findings, treatment(s) rendered and opinions as to the condition(s) of the above-named person and you are further authorized to speak with, consult with and make oral and written reports to representatives of the City of Norman regarding the past and current condition(s), examination(s) and treatment(s) of the above-named person. Those representatives of the City of Norman authorized for release of the information include the Legal Department, HR Department, Risk Management and Safety and other employees who may require knowledge of the information to properly investigate and administrate the employee's claim for benefits provided under the Workers' Compensation Act.

The following notice is required to be given by Statute, 63 0.S. § 1-502.2B:

THE INFORMATION AUTHORIZED FOR RELEASE MAY INCLUDE RECORDS WHICH MAY INDICATE THE PRESENCE OF A COMMUNICABLE OR VENEREAL DISEASE WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA, AND THE HUMAN IMMUNODEFICIENCY VIRUS, ALSO KNOWN AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

"INFORMATION" of reportable communicable disease may include positive or negative laboratory test results, references in the progress notes, nursing notes, history and physical examination, admission or discharge summary transcription. Such information or reference may be included even though the reason for treatment does not pertain to a reportable communicable disease.

The providing facility, its employees, officers and attending physicians(s) are released from legal responsibility or liability for the release of the above information to the extent indicated and authorized herein.

_____ _____
DATE PATIENT OR RESPONSIBLE PERSON

_____
RELATIONSHIP (IF NOT PATIENT)

A COPY OF THIS RELEASE SHALL BE AS EFFECTIVE AS THE ORIGINAL

Norman Police Department Policy Manual

Tattoo Declaration(3).pdf

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NORMAN POLICE DEPARTMENT

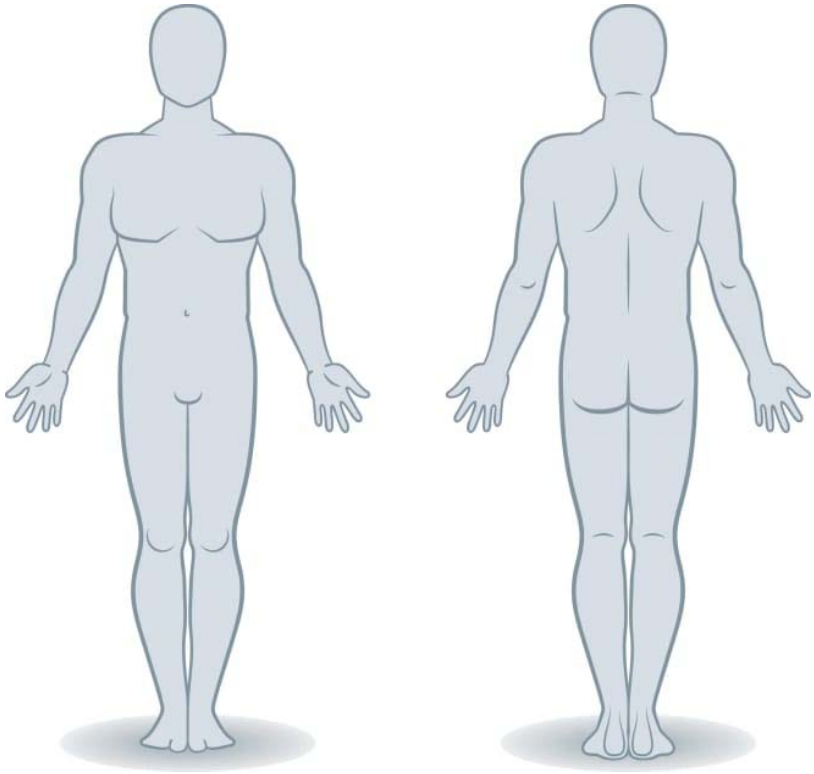
TATTOO, BODY ART, PIERCING, and ALTERATION DECLARATION FORM

Unless the Chief of Police has granted an exception, the following appearance standards will apply to all Norman Police Department Members:

☐ Initial Declaration

☐ New/Additional/Modified Declaration (see below)

Attach photograph, drawing or other graphic example of any new/additional/modified tattoo, body art, piercing and alteration



Location of tattoo, body art, piercing and alteration

Employee/Applicant Name _____ Date of Declaration _____

Mark any **tattoos**, **body art**, **piercings** (other than earlobes) or **alterations** that could be visible while wearing any Norman Police Department uniform, or when an employee is on duty, with a number on the above diagram and then describe each in detail next to the associated number below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Assignment _____ Signature _____ Commission Number _____

Revised 07-2018

1023.4.2 TATTOOS AND BODY ART

Tattoos and body art shall not be visible while the employee is in uniform or, if wearing civilian clothing, while the employee is on duty. Existing tattoos, provided they conform to the criteria enumerated in this policy, may be visible only if the employee has an approved Tattoo Declaration Form on file. Additional or modified tattoos and body art that is visible while on duty shall not be obtained after the completion of the Tattoo Declaration Form without the express approval of a new form by the Chief of Police.

Tattoos and body art that are extremist, indecent, sexist, racist, or prejudicial against any person are prohibited anywhere on the body as they are detrimental to good order and discipline within the agency.

a. Extremist tattoos and body art are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies are those which advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal or Oklahoma law based on race, gender, ethnicity, religion, or national origin.
b. Indecent tattoos and body art are those that are grossly offensive to modesty, decency, or propriety; or shock the moral sense because of their vulgar, filthy, or disgusting nature or tendency to incite lustful thought, or tend reasonably to corrupt morals or incite sexual desire.
c. Sexist tattoos and body art that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of indecent.
d. Racist tattoos and body art are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, religion, or national origin.

Exceptions to this policy are medically necessary tattoos, or common cosmetic tattoos such as permanent eyebrows, makeup, skin discoloration repair, etc. provided they conform to the criteria enumerated in this policy.

When deemed operationally necessary, the Chief of Police may grant permission to an officer in a special assignment to display an existing tattoo or body art.

1023.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Norman Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

a. Tongue splitting or piercing.
b. The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
c. Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
d. Branding, scarification or burning to create a design or pattern.

2020 v2.pdf

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Authorized Commissioned: 171
Authorized Civilian: 71
Authorized Total: 242

Effective Date: 07-01-2020

FYE 2020 v2

Chief of Police
7 (4/3)

1 – Chief of Police
1 – Deputy Chief
1 – Admin Tech IV

Administrative Staff
4 (2/2)

2 – Lieutenants (IA – Safety/Liaison)
1 – Public Information Officer
1 – Police Standards Admin

Support Bureau
77 (29/48)

1 – Major

Communications Division
26 (0/26)

1 – Communications Manager

1 – Communications Tech
4 – Communications Supervisors
3 – Communications Officers III
15 – Communications Officers II
2 – Communications Officers I

Animal Welfare Facility
10 (0/10)

1 – Animal Welfare Manager

1 – Veterinarian
1 – Vet Tech
7 – Animal Welfare Tech

Animal Welfare Response
6 (0/6)

1 – Animal Welfare Supervisor

5 – Animal Welfare Officers

Investigations Division
34 (28/6)

1 – Captain
1 – Admin Tech III
1 – Victim Advocate

Criminal Investigations Section

2 – Lieutenants
17 – Detectives

Special Investigations Section

1 – Lieutenant
6 - Detectives

Forensic Services and Property Section

1 – Forensic Video Analyst
2 – Forensic Technicians
2 – Property Technicians

Personnel/Training Division
10 (5/5)

1 – Captain
1 – Crime Analyst
1 – Crime Analyst I
1 – Crime Analyst II
1 – Admin Tech III (Training)

Personnel Section

1 – Admin Tech III (Payroll)
1 – Admin Tech III (Personnel)

Training Section

1 – Lieutenant
1 – Rangemaster
1 – Police Training Officer

Planning/Logistics Division
11 (1/10)

1 – Captain
1 – Admin Tech III (Purchasing)

Records Section

1 – Records Supervisor
7 – Records Clerks
1 – Admin Tech II (PBX)

Operations Bureau
137 (132/5)

1 – Major

Patrol Division I
33 (33/0)

1 – Captain

4 – Lieutenants
28 – SGT/MPO/PO

Patrol Division II
48 (48/0)

1 – Captain

4 – Lieutenants
43 – SGT/MPO/PO

Patrol Division III
31 (31/0)

1 - Captain

4 – Lieutenants
26 – SGT/MPO/PO

Uniform Support Division
24 (19/5)

1 – Captain

Community Outreach Section

1 – Lieutenant
3 – SGT/MPO/PO

Traffic and Parking Section

1 – Lieutenant
4 – SGT/MPO/PO
4 – Parking Service Officers
1 – Parking Service Officer (PT)

School Resource Section

1 – Lieutenant
8 – SGT/MPO/PO

GO 1608 Appearance of Persons to Answer Traffic Citations.pdf

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office memorandum

General Order: **16-08**
Effective Date: **06/01/16**

Date: **May 23, 2016**

To: **All Personnel**

From: **Keith L. Humphrey**
Chief of Police

Subject: **Appearance of Persons to Answer Traffic Citations**

Effective June 1, 2016, when a citation is issued to a person who is licensed from another jurisdiction that is not a party of the Nonresident Violators Compact, that person may be eligible for release by the issuing officer upon personal recognizance.

This means that if a defendant has a ***valid*** license (even if it is expired-they may be cited for Driving w/o Valid License-sign and go), regardless of where it was issued from, they may sign and go on routine traffic citations. If a defendant is suspended regardless of where they are licensed from, they are cited for DUS/DUR/DUC (whichever applies), and must post bond on all charges/citations being issued. If a defendant has never been issued a drivers' license, they must post bond on all charges/citations being issued.

During recent discussions with Municipal Court, concerns about the inefficiency of the current bonding procedure, the increased liability of maintaining physical or direct custody of a subject during the entire bonding process, the reality of community expectations with regards to a citation solely for a misdemeanor traffic violation, and in-car technological advances that allow for better real-time records checks were posed. Municipal Court has agreed that, in most cases, allowing a driver who is licensed in a jurisdiction that is not a member of the Nonresident Violators Compact to sign a promise to appear with the issuing officer rather than posting a bond at Municipal Court or the Police Department is in the best interest of the public.

All personnel are required to read new and/or revised directives.

The NPD Operations Manual, NPD General Orders, and NPD Organizational Chart can be accessed from your desktop in the "Police Public" folder.

KLH/jts
Electronic Distribution

ChiefClassSpecifications.pdf

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CLASS SPECIFICATION

City of Norman, Oklahoma

Class Code: 1011
Reviewed: 02/05/15

CLASS TITLE: POLICE CHIEF

REPORTS TO: CITY MANAGER

DEPARTMENT: POLICE

FLSA STATUS: EXEMPT

Class specification statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

JOB SUMMARY:

Plans, directs, organizes and coordinates all police services including Animal Welfare, and Emergency 911 dispatch of Police, Fire and EMS.

MAJOR RESPONSIBILITIES AND DUTIES:

Essential Functions:

Coordinates and monitors departmental activities to ensure directives are carried through to a successful completion.

Plans, implements and monitors departmental budget, training programs, recruitment and selection of personnel, policies and procedures, and general orders.

Reviews all police activity to include emergency calls, investigations, citizen complaints and inquiries, and commendations.

Reviews incoming correspondence from citizens, other law enforcement agencies, and court directives.

Establishes short and long term goals. Monitors and redirects efforts to achieve work programs and goals. Directs the organization of new programs.

Makes decisions regarding policy, procedure and internal personnel issues.

Plans, develops and directs community partnerships, proactive problem solving, and agency alignment of management practices, structure, personnel, and information systems to support community policing.

Meets with news media, community organizations, federal, state and local law enforcement agencies and officials, general public, and police personnel in order to exchange information on a variety of subjects.

Examples of Other Major Responsibilities:

Actively participates in community activities. Solicits citizen input on police issues and represents the department within the community.

Participates in the management team of the city government involving the manager and other department heads.

Participates in state and national professional organizations and multi-jurisdictional law enforcement activities.

Performs other related work as required.

MATERIALS AND EQUIPMENT USED:

Patrol vehicle	Emergency equipment	Cell Phone
Radio communications	Firearms and weapons	Camera
Computer		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Four year degree from an accredited college or university in Law Enforcement, Public Administration, Business Administration or related field. Masters degree preferred.

Ten years of progressively responsible related work experience, which includes six (6) years of supervisory and managerial experience at the command level of the organization, in order to effectively lead and manage the operations of the department.

Experience in community policing.

FBI National Academy preferred.

Licenses and Certifications:

CLEET certification.

Must possess a valid state driver's license and satisfactory motor vehicle record.

Knowledge:

Law enforcement, criminal justice and public administration practices, theories, management, legislation and research as normally acquired through completion of a Bachelor's degree in Police Science, Law Enforcement, Administration of Justice, or equivalent years of training and experience.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Community policing strategy and philosophy.

Applicable state, federal and local laws, rules and regulations.

Labor laws and Personnel Management.

Investigative techniques, practices and procedures in specialized areas.

Skills:

Advanced analytical skills necessary to evaluate delivery of law enforcement and investigative services critically; respond to deficiencies by identifying and implementing appropriate corrective actions; develop and administer sound policies, procedures and budgets; and, organize and oversee the work of others.

An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.

An advanced level of communication skills necessary in order to communicate at all levels and relate effectively to all members of the community.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Applying and interpreting statutes, laws and ordinances.

Public relations and public speaking.

Planning, developing, and implementing community partnerships, proactive problem solving, and agency alignment in order to support community policing.

Mental and Physical Abilities:

Ability to maintain regular, predictable and punctual attendance.

Significant ability to concentrate and pay close attention to detail in reviewing, preparing and presenting budgets, reading and writing reports, or representing departments at in-house or outside public meetings.

Physical ability to run after/apprehend suspects and strength to sustain control over unruly suspects is occasionally required.

Working Conditions:

Occasional exposure for up to 10% of work time to hazardous situations which involve armed or physically violent persons, or interviewing mentally or emotionally disturbed persons.

police chief

PSRS for Supervisors.pdf

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Norman Police Department Policy Manual

31210 Employee Development REV.pdf

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NORMAN POLICE DEPARTMENT
General Order

Title **Employee Development (Revised)**	Number **31210**	Effective Date 7/1/2013
Topics Non supervisory commissioned personnel in out of class position		Number of Pages 1
Issued By Chief Keith L. Humphrey	Reference	

The department is becoming more involved in efforts to develop its employees and prepare them for future assignments. An example of this would be in the Operations Bureau. By utilizing the new East / West Divisions in the Operations Bureau there will be times when a Lieutenant is unavailable to cover a shift in one of the divisions. During these times the administration will be taking steps to move employees up to cover open positions. The employees will work on an out of class status and fulfill the role of the absent supervisor. The employee working out of class will have the full authority of the supervisor, but will also under take all the responsibilities of that assignment while working out of class.

Non supervisory commissioned employees desiring to move up into an out of class position will need to utilize the following process to be considered for those assignments.

1. Interested employees shall review the Lieutenant Job Classification Spec Sheet to ensure they meet the minimum qualifications required and are able and willing to perform the major responsibilities and duties of the position.

2. The employee shall submit a letter of interest to the office of the Chief of Police indicating their desire to serve out of class in a supervisory position. Each level of the chain of command may attach their comments.

3. The employee shall have a letter of recommendation from their current lieutenant and captain.

4. The final approval for an officer to work in an out of class position will be made by the chief of police or his designee. Factors which maybe considered, but are not limited to, will be past evaluation, input from supervisors, activity, and need for additional fill-in personnel.

5. If approved any non supervisory commissioned employee desiring to fill a Lieutenant position must complete the New Lieutenant Booklet before they will be allowed to work out of class.

All personnel are required to read new and/or revised directives.

The NPD Operations Manual, NPD General Orders, and NPD Organizational Chart can be accessed from your desktop in the “Police Public” folder.

NPD LEOSA Waiver.pdf

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NORMAN POLICE DEPARTMENT **ANNUAL LEOSA WAIVER AND CERTIFICATION**	☐ **Initial Request** ☐ **Recertification**

By the signature below, the undersigned requests to participate in a the Norman Police Department's sanctioned Law Enforcement Officers Safety Act (LEOSA) Improvements Act program and acknowledges his/her understanding of, and agreement with, all of the terms and conditions stated herein:

In furtherance of the Law Enforcement Officers Safety Act Improvements Act (Pub. L. 111-272), the requestor is making application to carry a concealed firearm by way of the Norman Police Department and meets the following qualifications as a former member of this Department:

- Separated from service in good standing from this department as an officer.
- Before such separation, had regular employment as a peace officer for an aggregate of 10 years or more or, if employed as a peace officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- Has not been disqualified for reasons related to mental health.
- Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearms qualification certificate for reasons related to mental health.
- Is not prohibited by federal law from receiving or possessing a firearm.

The requestor is solely responsible for all financial obligations, and meeting and maintaining all of the requirements of 18 U.S.C. 922 (g) and (n). Although 18 U.S.C. 926C mandates that the requestor must carry his/her Norman Police Department Identification Card, the requestor is not acting on behalf of the Norman Police Department. Possession of this card does not authorize the requestor to represent the Norman Police Department in any manner and does not authorize access to Norman Police facilities or events under the control of the Norman Police Department.

Norman Police Department policy requires that immediate notification be made by the qualified retiree/former employee to the Watch Commander, if the retiree/former employee experiences an event that would disqualify him or her from receiving a firearm under 18 U.S.C. 922 (g) or (n). Also, on an annual basis the requestor shall certify to the Chief of Police in writing, that the requestor is not the subject of any of the disqualifiers in 18 U.S.C. 922(g) and (n) that would prohibit an individual from receiving a firearm.

The issuance of this card does NOT confer upon the holder law enforcement status or arrest powers, and the bearer is responsible for any use of force. Furthermore, the bearer is responsible for the conduct that is being done as a citizen and not as an active member of the Norman Police Department. Authorized uses of force may not be uniform among jurisdictions, and more importantly, the authority to use of force is different for an active law enforcement officer than that of a citizen. Should the requestor exercise force, he/she is NOT acting under the Color of Law and, therefore, would not receive qualified immunity protection that is available under federal law.

The requestor is responsible for checking the laws related to firearms in jurisdictions in which they may transit and reside, and understands that he/she may be subject to arrest for violation of said laws.

The requestor understands that the Norman Police Department will conduct NCIC and local criminal record checks at the time of his/her initial request and upon annual recertification.

The loss or theft of this card must be reported immediately to the Watch Commander. Any misuse or failure to comply with any of the above stated requirements may result in revocation of your retired Norman Police Department identification and independent adverse action by the state.

I, _____, certify that, pursuant to Title 18 U.S.C. 926C, I am a qualified retired/former law enforcement officer and am not subject to any of the disqualifiers in Title 18 U.S.C. 922(g) and (n) that would prohibit me from receiving a firearm.

_____ _____

RETIRED/FORMER OFFICER SIGNATURE *DATE*

Norman Police Department Policy Manual

Medical Marijuana Update.pdf

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Date: August 29, 2019

To: All City Employees

From: Darrel Pyle, City Manager

Subject: Medical Marijuana Update

On August 29, 2018, former City Manager Steve Lewis issued a memo to All City Employees which outlined the existing rules regarding the use of marijuana in Oklahoma for medical purposes. Since that memo, the Legislature has enacted a measure intended to fill in some of the gaps in the regulatory framework for medical marijuana in the State of Oklahoma. The purpose of this memo is to update you regarding the new rules that became effective today.

- Medical marijuana licensee job protections. No employer may refuse to hire, discipline, discharge or otherwise penalize an applicant or employee solely on the basis of such applicant's or employee's status as a medical marijuana licensee; and

- No employer may refuse to hire, discipline, discharge or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites, unless: a. the applicant or employee is not in possession of a valid medical marijuana license, b. the licensee possesses, consumes or is under the influence of medical marijuana or medical marijuana product while at the place of employment or during the fulfillment of employment obligations, or c. the position is one involving safety-sensitive job duties.

The term "safety-sensitive" means any job that includes tasks or duties that the employer reasonably believes could affect the safety and health of the employee performing the task or others including, but not limited to, any of the following:

- the handling, packaging, processing, storage, disposal or transport of hazardous materials,

- the operation of a motor vehicle, other vehicle, equipment, machinery or power tools,

- repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage,

- performing firefighting duties,

- the operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution,

- the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component,

- dispensing pharmaceuticals,

- carrying a firearm, or

- direct patient care or direct child care.

Because a substantial number of position require the operation of a motor vehicle, management is in the process of auditing each position to determine whether it includes tasks or duties that the employer reasonably believes could affect the safety and health of the employee performing the task or others. When this task is complete, the Personnel Manual will be updated to reflect any changes.

Because marijuana is still illegal in the eyes of the federal government, medical marijuana is still off limits for the employees listed in the August 29, 2018, referenced above. If you have any questions, feel free to contact the Director of Human Resources.

DP

Counseling Form.pdf

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NORMAN POLICE DEPARTMENT

COUNSELING FORM

INCLUSIVE DATES: to

Counseling Dates: 1st Qtr: , 2nd Qtr: , 3rd Qtr: , 4th Qtr:

NAME:		**TITLE:**	
DATE OF RANK:	RANK:	DATE OF HIRE:	MERIT DATE:
BUREAU / DIVISION / ASSIGNMENT:			
ADDITIONAL DUTIES:			
SIGNATURE:		COUNSELING DATE:	

MISSION STATEMENT

To maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property and keeping the peace.

BUREAU GOALS

1.
2.
3.
4.
5.
6.
7.

CHARACTER AND COMPETENCE

INTEGRITY:

ACCOUNTABILITY:

CHARACTER AND COMPETENCE CONTINUED

MUTUAL RESPECT:

SERVICE ATTITUDE:

PARTNERSHIPS:

PERSONAL GOALS

SHORT TERM (1-3 Years):

LONG TERM (3+ Years):

Desired Training:

REVIEW

NAME OF FOCAL LEADER:		
RANK:	BUREAU:	SIGNATURE:
NAME OF SENIOR LEADER:		
RANK:	BUREAU:	SIGNATURE:

20190814 Fitness standards.pdf

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GO 1607 New Policy Manual Implementation.pdf

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office memorandum

General Order: **16-07**
Effective Date: **05/06/16**

Date: **May 5, 2016**

To: **All Personnel**

From: **Keith L. Humphrey**
Chief of Police

Subject: **New Policy Manual Implementation**

On 0001 hrs on June 16, 2016 the newly designed Norman Police Department Policy Manual, based on Lexipol's model policies and maintained via the Lexipol Knowledge Management System (KMS) interface, will go into effect. On this date, this manual will reflect the current policies, procedures, rules and guidelines of this department. All members are to conform to the provisions of this manual. *All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect – **as procedural guidelines** – where they do not conflict with the provisions of this manual.*

General Order 16-06 stated, "Publication of the [Lexipol based] manual allows employees to acknowledge the policies in order to complete the transition in May." However, based on late input from both line and command levels, Staff believes that completing the transition in May would not in the best interest of the Department or its employees. Staff recommended that additional time would be beneficial for an efficient and effective transition from our existing manual to the new one. I agree, and that is why I made the decision to set the formal implementation date for June 16th.

After publishing the current Lexipol based manual, we discovered a glitch in the KMS App. The glitch was reported to Lexipol. However, until Lexipol notifies us that the glitch has been corrected, employees need to use the desktop interface to acknowledge policies. Those employees who have acknowledged policies using the App need to contact Sgt. John Stege so that he can attempt to re-issue the affected policies to affected employees.

Finally, General Order 16-06 also stated, "All departmental employees, commissioned and non-commissioned, are required to complete acknowledgement of the newly created policy manual ***before*** midnight, May 15, 2016." I want to emphasize that ***this expectation remains in full effect.*** I anticipate that several policies will be revised after this date and published on or about June 1st for acknowledgement prior to implementation. Rest assured, only the changed policies will need to be acknowledged in the future – not the whole manual.

Thank you for your continued patience as we continue to fulfill our vision: Serving the safest city in America through the application of our values, community leadership, innovation and proactive problem solving.

KLH/jts

Electronic Distribution

General Order 18-05 SOPs.pdf

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office memorandum

General Order: **18-05**
Effective Date: **04/23/18**

Date: **April 23, 2018**

To: **All Personnel**

From: **Keith L. Humphrey**
Chief of Police

Subject: **Special Team/Unit/Discipline Standard Operating Procedures**

Effective immediately, any Special Team, Unit, or Discipline authorized by the Chief of Police through the approval and publication of a Team Authorization and Organization (TAO) is required to have an up-to-date Standard Operating Procedures (SOP) manual on file with the Chief of Police.

The Commander of each Special Team, Unit, and Discipline is required to author an SOP in support of the Chief's authorization by October 1, 2018. Additionally, Commanders are required to review their SOPs, along with associated TAOs and Memoranda of Understanding (MOUs), annually to assist with strategic planning and budgeting. The Bureau Commanders of each Special Team, Unit, and Discipline will review and approve of any SOP prior to publication.

The Standards Administrator is responsible for reminding all commanders of the review on, or around, July 1 of each year with a completion deadline of October 1 of each year. The Standards Administrator will publish SOPs, along with TAOs and MOUs on the public server in the Special Team, Unit, and Discipline folder.

Any Division or Bureau Commander may publish an SOP associated to their area of responsibility on the public server. Where a Commander has published an SOP, regardless of whether or not it is related to a TAO, it must be reviewed and updated (as applicable) annually.

All personnel are required to read new and/or revised directives. The NPD Policy Manual can be accessed via the Lexipol KMS app or desktop. NPD General Orders can be accessed from your desktop in the "Police Public" folder. NPD Administrative Guides can be accessed from your desktop in the "Police Public" folder as well.

KLH/jts

Electronic Distribution

Employee Information Sheet 8-19.pdf

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Norman Police Department

Employee Information Sheet

Employee Data ***DATE:*** ***By:***

Employee Name:	Rank/Title:	Date of Birth:
Home Phone:	Cell Phone:	Other Phone:
Home Address:	City, State:	Zip Code:
Mailing Address:	City, State:	Zip Code:
Height:	Weight:	Blood Type:
Religion / Church:		Phone:
Primary Physician:		Phone:
Medications:		
Allergies:		

Emergency Contacts

Name:	Relationship:	
Home Phone:	Cell Phone:	
Home Address:	City, State:	Zip Code:
Employer:	Address:	
Name:	Relationship:	
Home Phone:	Cell Phone:	
Home Address:	City, State:	Zip Code:
Employer:	Address:	

Children

Name:	DOB:	Name:	DOB:
Name:	DOB:	Name:	DOB:
Name:	DOB:	Name:	DOB:

Peer Support Contacts

PSR Preference

Merit Date:	**Evaluation Due:**	**Counseling Dates:** , , ,

Additional Information:

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Rev. 08-2019

Template - Case Narrative (June 2016).rtf

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TemporaryModifiedDutyAssignmentForm.pdf

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office memorandum

Date: _____

To: _____
_____

From: _____
_____

Subject: **Temporary Modified-Duty Assignment**

☐ **OJI** (*memo must be completed by supervisor when box is checked*)

In compliance with the Temporary Modified-Duty Assignments Policy, I request that _____ be granted a temporary modified-duty assignment beginning _____ and ending _____**.** It is understood that temporary modified-duty assignments are based on the needs of the Department and it is believed that _____ possesses the ability to perform the tasks listed below:

_____
_____
_____
_____.

☐ Physician's statement describing duty limitations and/or FMLA Form H are attached.

THIS BOX FOR ADMINISTRATIVE USE

Response to Request:

☐ Disapproved: _____
☐ Approved: Subject to special conditions listed below:

Report to supervisor: _____
Bureau/Division: _____
Work hours: _____
Uniform/dress: _____
Wearing firearm or badge restriction: _____
Law enforcement function restriction: _____
Operating a City vehicle restriction: _____
Secondary employment restriction: _____

Chief of Police: _____ Date: _____

DUI-Unconscious.pdf

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THE CITY OF NORMAN OKLAHOMA

office memorandum

DATE: September 28, 1995

TO: ALL COMMISSIONED OFFICERS

FROM: Major Neil Vickers, Acting Chief of Police
By: MPO Kelvin W. Winter #89
Patrol Division, Shift I

SUBJECT: New Procedures on DUI Arrests Involving Unconscious or Injured Drivers

The 1995 State Legislature amended Title 47 Section 751 regarding the treatment of unconscious or injured DUI drivers. A Norman Police Department Traffic Citation must be issued to unconscious drivers being charged with DUI, and may be issued to injured DUI drivers though conscious if the injury is incapacitating enough that he/she is not fit for incarceration in the opinion of the officer or treating physician.

In its current form, the NPD Citation does not have a provision for being filed in District Court. This problem is currently being addressed and new citations will be printed in the near future. Until the new citations are available, officers must write "FILED IN DISTRICT COURT" in the violation section of the citation. The arresting officer must check the box under the signature section which states, "Signed Personal Recognizance," mark a line through the word "Signed" write "Medical" above it then initial it, and write the word "Hospitalized" on the signature line. The officer must provide a copy of the DUI citation to the defendant, which may be accomplished by either handing it to the injured driver, or placing it with the defendant's personal effects if unconscious. No signature is required from the defendant. The only narrative information needed on the back of the citation is the case number or arrest number assigned. The Facsimile-Abstract of Court Record Form need not be completed in these cases since District Court will have the Traffic Citation and can send a copy of it to the Department of Public Safety.

Norman Police Department Records personnel will submit the goldenrod copy of the citation to Municipal Court for audit purposes and the rest of the citation will be attached to the arrest reports sent to the District Attorney for charges to be filed.

The state statute as amended states "Any person released on their own recognizance for medical reasons shall remain at liberty pending the filing of charges."

Threat Assessment.pdf

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Search/Arrest Threat Assessment

Case Number: _____ **Person or Location:** _____

This form is to be used for all search warrants and any arrest warrant where an officer reasonably believes service may pose a higher risk than commonly faced on a daily basis. (See ***Warrant Service*** and ***Operations Planning and Deconfliction*** policies.) The form is not required for locations or property that is already secured or for routine field warrant arrests by patrol officers. It is intended to serve as a guide in determining resources necessary to minimize the risk to officers and citizens in the service and execution of warrants. The form is to be completed by the requesting officer/detective and does not require in-person review. **The Operations Director shall be notified if any of the below factors are present.** The SWAT Commander may be consulted at the discretion of the Operations Director.

1. Any subject believed to be at the location that has a previous arrest for using a firearm during the commission of a crime within the last 5 years, or is known to illegally carry a firearm, or has a history of violent crime involving weapons, or any offense involving explosives, or credible direct threats to use a firearm.

2. Any subject believed to be present at the location who has confirmed access to body armor, armor defeating ammunition, or fully automatic weapons.

3. Any subject believed to be present at the location that has outstanding warrants or probable cause for arrest for Homicide, any violent sexual offense involving a weapon, Armed Robbery or Abduction while armed.

4. Any subject charged in the past with aggravated crimes against police or who has made verified threats to harm law enforcement, including threats of suicide by cop.

5. Any subject believed to be present at the location with known ties to terrorism or violent extremism. Any subject who has a known affiliation with a violent street gang.

6. The warrant location has armed counter surveillance, booby traps, or clandestine labs.

7. The warrant location is fortified.

8. The subject has former military/tactics training **AND** a history of violence or mental illness.

9. Is the structure large and beyond the capability for the requesting unit to secure?

Requesting Officer/Detective	*Date*	*Factors Present (list applicable bullet numbers)*
Name Reviewing Supervisor	*Date*	*Notes*
Name Operations Director or Designee (if applicable)	*Date*	*Classification of Risk (High / Low)*
Name SWAT Commander or Designee (if applicable)	*Date*	*Notes*

This form must be submitted to the Operations Director as soon as practicable after service of a warrant. After review, the Operations Director will submit the form to Internal Affairs / Professional Standards for filing.

31207 Municipal Court DWI DUI.pdf

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NORMAN POLICE DEPARTMENT

General Order

Title	Number	Effective Date
DWI and DUI in Municipal Court	**31207**	7/17/2012
Topics Procedures for filing DWI/DUI charges in municipal court		Number of Pages 1
Issued By Chief Keith L. Humphrey	Reference	

Municipal Court began accepting basic DUI charges on November 19, 2007. During the development of this project it was agreed that the program would be evaluated after the first few years to see if any modification were necessary.

Due to the success of the program it has been decided to expand the program to include DWI and DUI - Under 21 charges in Municipal Court.

These two charges may now be filed in the Municipal Court, in the same manner in which a basic DUI is filed. The same criteria will apply for filing the charge in the Municipal Court, such as no associated District Court charges, no collision involved, no aggravating circumstances such as a pursuit, resisting arrest, possession of drugs other than marijuana, or felony charges.

The following and original General Order remains effective:

DUI offenses that meet the following conditions will be filed in City of Norman Municipal Court:

1. The driver took a breath test and the results are 0.08 – 0.14.
2. The driver's record and traffic history shows no previous DUI charge or blood / breath test from any other jurisdiction.

If any of the following conditions exist then the DUI will be filed in the district court:

1. The BAC results is 0.15 or above.
2. The driver refused to take a breath test.
3. A blood test was taken.
4. A DRE evaluation was conducted.
5. There was a collision, pursuit, use of force or other aggravating circumstance.
6. There are associated charges which will be filed in the Cleveland County District Court such as CDS or county warrants.

If the charge is filed in municipal court the front of NPD traffic ticket will be completed and attached with the arrest documents instead of a court abstract used in Cleveland County District Court cases. Otherwise, the arrest documents will be the same in both courts.

All personnel are required to read new and/or revised directives.

The NPD Operations Manual, NPD General Orders, and NPD Organizational Chart can be accessed from your desktop in the "Police Public" folder.

PSRS for IA.pdf

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Template - Supplement Narrative (08-2016).rtf

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Administrative Order.pdf

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IN THE MUNICIPAL COURT OF THE CITY OF NORMAN, OKLAHOMA

IN RE: ADMINISTRATIVE ORDER FOR RELEASE OF DEFENDANTS ON PERSONAL RECOGNIZANCE IN CERTAIN NON-TRAFFIC CASES

ORDER

It is hereby ordered that Oklahoma City Metropolitan Area non-residents shall be permitted, within the police officer's discretion, to be released on their personal recognizance for non-traffic violations which do not carry jail time pursuant to a written promise to appear.

Exceptions to this Order will be for violations of public intoxication and violations related to health and safety of citizens.

BY ORDER OF THE PRESIDING JUDGE OF THE MUNICIPAL COURT this 5th day of October, 2015

ATTEST: Ronda A. Guerrero
Ronda Guerrero
Court Clerk

David A. Poarch
Presiding Judge

Form H - Fitness for Duty(2017).pdf

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FITNESS FOR DUTY STATEMENT
(Family and Medical Leave Act) FMLA Form H

PART A: TO BE COMPLETED BY EMPLOYER

ATTENTION PHYSICIAN:

Employer: City of Norman
Address: P.O. Box 370
Norman, Oklahoma 73070

Date: _____ Employee: _____

Department: _____ Position: _____

The above named employee has been absent from his/her regular duties as a result of an injury/illness on _____ due to a job related ☐ non-job related incident.

The nature of the injury or illness as the City understands it is:

_____

_____

This employee has been directed to obtain a statement of medical disposition from you as:

_____ Treating Physician _____ City Designated Physician

Note: The employee in question will not be able to return to his/her regular duties without completion of this statement. A job description for the employee's position is attached to assist you in your determination. Thank you for your assistance.

_____ _____
Requesting Party Title

_____
Date

PART B: TO BE COMPLETED BY EMPLOYEE

I, _____, consent to the release of all medical information as it relates to my physical ability to perform my job to the City representative listed above.

_____ _____
Employee's Signature Date

PHYSICIAN'S STATEMENT

Diagnosis

I certify that I have reviewed the attached job description and physical requirements (_____)
Physician's Initials

and, in my opinion, this individual:

____ Is able to perform all the duties as of _____, fully without restriction.
____ Is able to perform all the duties as of _____, with the following restrictions:

_____

_____

____ Is totally unable to perform the duties as of _____.

_____ _____
Signature of Physician Date

Physician's Name (Print or Type): _____

Prognosis and Recommendation

This section must be completed if the employee's abilities are partially or totally restricted at this time.

In my medical opinion, I anticipate this condition to last for a period of _____, with a projected date for a complete recovery of _____.

I further recommend the following medical care or treatment:

Date of next appointment (if applicable): _____

Norman Police Department Policy Manual

Evaluation Form 6-2019.pdf

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☐ PERFORMANCE ☐ MERIT	**NORMAN POLICE DEPARTMENT EMPLOYEE EVALUATION FORM**

PART I: ADMINISTRATIVE

NAME: (LAST, FIRST, MIDDLE)		**TITLE:**	
DATE OF RANK:	RANK:	DATE OF HIRE:	MERIT DATE:
BUREAU / DIVISION / ASSIGNMENT:		EVALUATION DATE:	
ADDITIONAL DUTIES:			
SIGNATURE:		DATE:	

PART II: AUTHENTICATION

NAME OF FOCAL LEADER: (LAST, FIRST)		
RANK:	BUREAU:	SIGNATURE:
NAME OF SENIOR LEADER: (LAST, FIRST)		
RANK:	BUREAU:	SIGNATURE:
NAME OF REVIEWER: (LAST, FIRST)		
RANK:	BUREAU:	SIGNATURE:

PART III: OVERALL PERFORMANCE AND POTENTIAL

	COMMENTS
☐ **EXCEEDS EXPECTATIONS**	
☐ **MEETS EXPECTATIONS**	
☐ **NEEDS IMPROVEMENT**	

PART IV: SENIOR RATER EVALUATION

	COMMENTS
☐ **EXCEEDS EXPECTATIONS**	
☐ **MEETS EXPECTATIONS**	
☐ **NEEDS IMPROVEMENT**	

Change of Status 8-19.pdf

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office memorandum

Date: _____

To: **Kevin W. Foster**
Chief of Police (Interim)

From: _____

_____

Subject: **Change of Status**

Effective date of change: _____

(Check Changes)

Updated Name: _____

Physical Address: _____

_____

Mailing Address _____

_____

Phones: Home #: _____ Unlisted: _____ (yes/no)

Cell #: _____ Dept Issue _____ (yes/no)

Other: _____

NOTE: W-4 forms must be completed if you have a name change, change the number of dependents for withholding or changes of any other tax related issue. Insurance forms and retirement forms must be completed if you have a change in beneficiary or dependents. Forms are available at the City's Human Resources Office.

Cc: Communications
Payroll Admin Tech
Personnel Admin Tech
Professional Standards

LERMS Updated
Updated by: _____
Date:

Rev. 08-2019

Tattoo Declaration(4).pdf

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NORMAN POLICE DEPARTMENT

TATTOO, BODY ART, PIERCING, and ALTERATION DECLARATION FORM

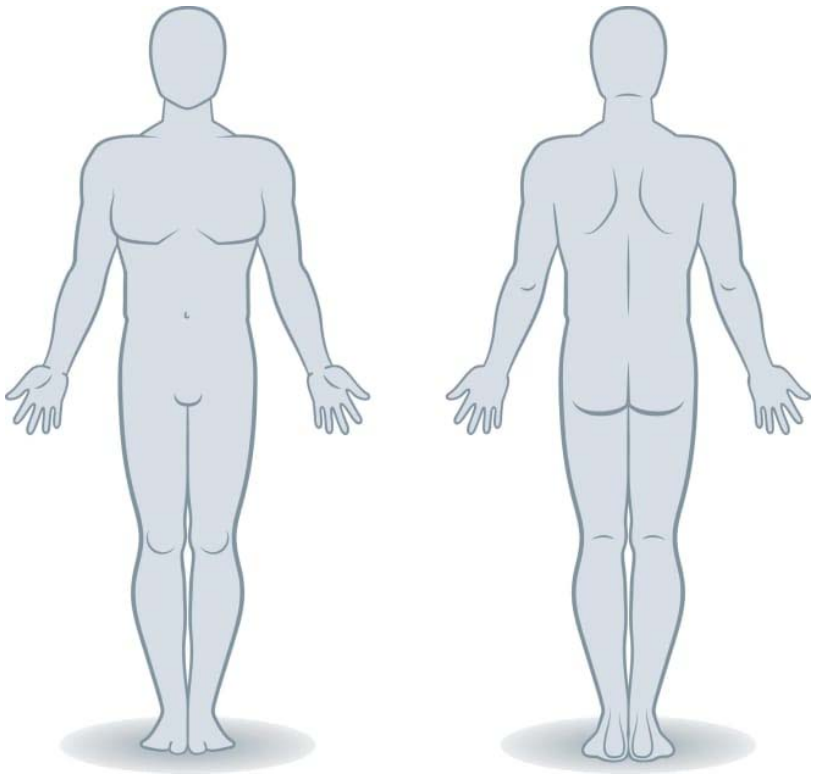
Unless the Chief of Police has granted an exception, the following appearance standards will apply to all Norman Police Department Members:

☐ Initial Declaration

☐ New/Additional/Modified Declaration

Mark any **tattoos**, **body art**, **piercings** (other than earlobes) or **alterations** that could be visible while wearing any Norman Police Department uniform, or when an employee is on duty, with a number on the above diagram and then describe each in detail next to the associated number below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Location of tattoo, body art, piercing and alteration

Employee/Applicant Name

Date of Declaration

Attach a photograph, drawing, or other graphic example of any new/additional/modified tattoo, body art, piercing, and alteration

Provide explanation/significance of declaration:

Assignment

Signature

Commission Number

Revised 06-2020

1023.4.2 TATTOOS AND BODY ART

Tattoos and body art shall not be visible while the employee is in uniform or, if wearing civilian clothing, while the employee is on duty. Existing tattoos, provided they conform to the criteria enumerated in this policy, may be visible only if the employee has an approved Tattoo Declaration Form on file. Additional or modified tattoos and body art that is visible while on duty shall not be obtained after the completion of the Tattoo Declaration Form without the express approval of a new form by the Chief of Police.

Tattoos and body art that are extremist, indecent, sexist, racist, or prejudicial against any person are prohibited anywhere on the body as they are detrimental to good order and discipline within the agency.

a. Extremist tattoos and body art are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies are those which advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal or Oklahoma law based on race, gender, ethnicity, religion, or national origin.
b. Indecent tattoos and body art are those that are grossly offensive to modesty, decency, or propriety; or shock the moral sense because of their vulgar, filthy, or disgusting nature or tendency to incite lustful thought, or tend reasonably to corrupt morals or incite sexual desire.
c. Sexist tattoos and body art that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of indecent.
d. Racist tattoos and body art are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, religion, or national origin.

Exceptions to this policy are medically necessary tattoos, or common cosmetic tattoos such as permanent eyebrows, makeup, skin discoloration repair, etc. provided they conform to the criteria enumerated in this policy.

When deemed operationally necessary, the Chief of Police may grant permission to an officer in a special assignment to display an existing tattoo or body art.

1023.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Norman Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

a. Tongue splitting or piercing.
b. The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
c. Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
d. Branding, scarification or burning to create a design or pattern.

TearGasAdvisory.pdf

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NORMAN POLICE DEPARTMENT
Departamento de Policía de Norman

NOTICE / AVISO

POSSIBLE PRESENCE OF LACHRYMATORY (“TEAR GAS”) RESIDUE
Posible Presencia de Residuos de Lachrymatory ("gas lacrimógeno ")

DATE / FECHA _____ **TIME / HORA** _____

AGENT USED
Agente Utilizado

_____ OLEORESIN CAPSICUM (OC)

_____ PELARGONIC ACID VANILLYLAMIDE or NONIVAMIDE (PAVA)

_____ 2-CHLOROBENZALMALONONITRILE or O-CHLOROBENZYLIDENE MALONONITRILE (CS)

_____ DIBENZOXAZEPINE (CR or DBO)

_____ PHENACYL CHLORIDE (CN)

“Tear gas" consists of aerosolized solid compounds, not gas. It works by irritating mucous membranes in the eyes, nose, mouth and lungs, and causes crying, sneezing, coughing, difficulty breathing, pain in the eyes, and temporary blindness. Mitigation may require chemical neutralization, HVAC cleaning, or structural remediation prior to re-entry.

El "gas lacrimógeno" se compone de compuestos sólidos en aerosol, no de gas, que actúa irritando las membranas mucosas de los ojos, la nariz, la boca y los pulmones y provoca llanto, estornudos, tos, dificultad para respirar, dolor en los ojos y ceguera temporal. pueden requerir neutralización química, limpieza HVAC o remediación estructural antes de volver a entrar.

Date Notice was Delivered
Se Entregó el Aviso de Fecha _____

Related Incident Number
Número de Incidente Relacionado _____

Time Notice was Delivered
Se Entregó el Eviso de Tiempo _____

Contact Person
Persona de Contacto _____

Notice Delivered by
Aviso Entregado por _____

Telephone Number
Número de teléfono _____

(Tear here and attach to report)

NOTICE

POSSIBLE PRESENCE OF LACHRYMATORY (“TEAR GAS”) RESIDUE

Related Incident Number

_____

Date Notice was Delivered

_____

Time Notice was Delivered

_____

Notice Delivered by

_____

(Tear here and attach to report)

Discriminatory Harassment Policy Acknowledgement.pdf

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Discriminatory Harassment Policy Acknowledgement

Issue Date: _____ Return Date: _____

All employees are required to have access to, and to read, the discrimination and harassment policies identified in the Discriminatory Harassment policy. All employees are also required to complete a form at the time of their annual evaluation that acknowledges the following:

I understand the harassment and discrimination policies of the Norman Police Department and the City of Norman.

I have had all of my questions regarding these policies sufficiently addressed by my supervisor (or other authorized official).

I know how to report alleged harassment and violations of these policies.

I <u>have / have not</u> *(circle one)* ***been the subject of, or witness to, any unreported conduct that may violate these policies.***

Printed Name: _____ Signature: _____
(Employee)

Date: _____

Review

Employees must complete and returned this form to the issuing supervisor (or other authorized official) within one week of issuance. If an employee has expressed any questions or concerns, the receiving supervisor (or other authorized official) shall ensure that appropriate follow-up action is taken.

Follow-Up Taken: <u>Yes / No</u> *(circle one)* Date of Action: _____

Describe Action: _____

_____

_____

Printed Name: _____ Signature: _____
(Supervisor/Authorized Official)

Date: _____

PSRS for IA(2021).pdf

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PROFESSIONAL STANDARDS REPORTING SYSTEM MATRIX

RECOMMENDATIONS AND DISPOSITIONS BY REPORT TYPE

All reports require a corresponding **recommendation** from each level of the reviewing chain of command. All **dispositions** are determined by the Office of the Chief of Police.

	Report Type	Recommendations	Dispositions
Formal	**Complaint, Internal – Serious:** An allegation of misconduct from inside the agency that, if true, is a *significant* violation of policy or law. **Complaint, External – Serious:** An allegation of misconduct from outside the agency that, if true, is a *significant* violation of policy or law.	-Formal Investigation -No Misconduct	• Unfounded • Exonerated • Not Sustained • Sustained • Exceptional
Informal	**Complaint, External – Minor:** An allegation of misconduct from outside the agency that, if true, is a slight violation of policy or law. **Complaint, Internal – Minor:** An allegation of misconduct from inside the agency that, if true, is a slight violation of policy or law.	-Formal Investigation -Corrective Action -No Misconduct	• Corrective Action • No Misconduct
	Conducted Energy Device Discharge **Damage Report:** Intentional **Damage Report:** Unintentional **Firearm Discharge** **Use of Force** **Vehicle Collision:** Chargeable/Not Chargeable[1] **Vehicle Pursuit**	-Formal Investigation -Board of Inquiry -Corrective Action -No Misconduct	• Exceptional[2] • Corrective Action • No Misconduct
Other	**Award Recommendation:** Any level in the chain of command may make a recommendation for a specific award.	-Award Committee -Letter of Appreciation	• Administrative
	Secondary Employment	-Approved -Disapproved	
	Legal Claim **Inquiry:** An allegation of conduct that, if true, would not constitute a violation of policy or law. **Opioid Intervention** **Respirator Deployment** **SWAT Activity** **Unintentional Recording**	-No Comment Needed	

[1] Recommendation should include a finding of whether or not the accident was "chargeable" or "not chargeable".

[2] Requires a modification to 1010.6.3: listing collision reports as an exception to the formal investigation reporting format; it also requires a modification to 1010.6.4: adding "Exceptional" as an option for informal investigations.

Bulletin 18-05 Medical Marijuana.pdf

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office memorandum

Bulletin: 18-05

Date: **September 6, 2018**

To: **All Personnel**

From: **Keith L. Humphrey**
Chief of Police

Subject: **Medical Marijuana**

Several members of the Department have requested guidance regarding the City Manager's recent Medical Marijuana memorandum. Simply put, the use of marijuana – including all derivative products – on or off the job, regardless of whether an employee possesses a license or not, is prohibited.

As the manager's memorandum explains, the State of Oklahoma has approved the use of marijuana for medical purposes. Federal law, however, still classifies marijuana as a Schedule One controlled substance. The Department's Standards of Conduct policy, specifically notes in 320.5.1(c), ***Laws, Rules and Orders***, that a, "violation of federal, state, local or administrative laws, rules or regulations," are potential causes for discipline.

On a related note, several employees have expressed concerns regarding the use of THC free CBD oil. What would happen, the concerns have asked, to an employee who showed positive on a drug test and was using CBD oil believing it to be THC free. Unfortunately, there is no one-size-fits-all answer. The only guidance I can give at this time is that if an employee shows positive on a drug test, an internal investigation will follow. The results of that investigation will determine whether or not discipline is appropriate.

As the Chief of Police, I cannot unilaterally turn a blind eye to violations of Federal law by any departmental employee. Therefore, absent clear direction to the contrary from the City Manager, existing departmental procedures for hiring, testing, discipline, and even termination as they relate to the possession and use of marijuana will remain in full force and effect.

KLH/jts

Electronic Distribution

Encl.

Date: August 29, 2018

To: All City Employees

Steve Lewis, City Manager

Subject: Medical Marijuana

The State of Oklahoma has approved the use of marijuana for medical purposes. While obtaining a medical marijuana license does not disqualify the majority of City employees from City employment, City employees should know the City may still enforce its drug-free work place rules. In particular:

- A medical marijuana card does not allow City employees to be actively under the influence of marijuana – i.e., impaired or high – while at work. Employees determined to be actively under the influence of marijuana while at work will be subject to the procedures set forth in the union contracts and the City's drug-free work place policy.

- A medical marijuana card does not allow City employees to possess marijuana while at work. Employees determined to be in possession of marijuana while at work will be subject to discipline which may include an oral reprimand, written reprimand, suspension, demotion, or termination.

- Employees who test positive for marijuana and do not have a medical marijuana card will be subject to the procedures set forth in the City's drug-free work place rules.

Federal law classifies marijuana – including all derivative products – as a Schedule One controlled substance. This makes marijuana illegal in the eyes of the federal government and off limits for certain employees. These employees include the following:

Police Officers Fire Marshal Fire Inspectors	The U.S. Department of Justice has taken the position that medical marijuana users are prohibited from possessing firearms. Because the essential functions of a police officer, fire marshal, and fire inspector require the possession of a firearm, employees who obtain a medical marijuana license would be disqualified from being a police officer. Norman Police Department policy may prohibit non-commissioned NPD employees from using marijuana in violation of federal law.

Non-Commissioned Police Department Employees	Norman Police Department policy may prohibit non-commissioned NPD employees from using marijuana in violation of federal law.
CDL Holders	The U.S. Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize "medical marijuana" under a state law to be a valid medical explanation for a transportation employee's positive drug test result. Thus, if you test positive for marijuana, your CDL can be revoked. If your CDL is revoked, you may no longer be able to perform the essential functions of your position.
Attorneys	The Oklahoma Supreme Court has disciplined attorneys for a conviction for possession of marijuana. *See* State *ex rel. Oklahoma Bar Ass'n v. Thompson*, 1989 OK 123, 781 P.2d 824.
Engineers	The Oklahoma Engineering Board can penalize a professional engineer for a conviction or entry of plea of nolo contendere to any crime which is a felony. Under federal law, possession of marijuana with the intent to distribute is a felony.
Certified Accountants	Certified public accounts who have a felony conviction or plea are subject to discipline by the Oklahoma Accountancy Board.

If you have any question, contact the Director of Human Resources.

Counseling Continuation Form 8-2015.pdf

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NORMAN POLICE DEPARTMENT

COUNSELING FORM

INCLUSIVE DATES: to

NARRATIVE CONTINUED

Section:

Section:

Section:

Section:

Section:

UVisaCertification.pdf

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U Visa Law Enforcement Certification Resource Guide

for Federal, State, Local, Tribal and Territorial Law Enforcement

U Visa Resource Guide

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Introduction

The Department of Homeland Security (DHS) provides this guidance to federal, state, local, tribal and territorial law enforcement officers. This public guidance primarily concerns law enforcement certifications for U nonimmigrant status, also known as U visas. The U visa is an immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution of a crime, or who are likely to be helpful in the investigation or prosecution of criminal activity. The law enforcement certification USCIS Form I-918, Supplement B, U Nonimmigrant Status Certification (Form I-918B) is a required element for U visa eligibility. Included in this resource is information about U visa requirements, the certification process, best practices, frequently asked questions from law enforcement agencies, and contact information for DHS personnel on U visa issues.

U Visa Basics

The Victims of Trafficking and Violence Prevention Act (VTVPA) of 2000[1], passed with bipartisan support in Congress, encourages victims to report crimes and contribute to investigations and prosecutions regardless of immigration status, and supports law enforcement efforts to investigate and prosecute crimes committed against immigrant victims.

The U visa is an immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution of a crime, or

[1] (VTVPA), Pub. L. No. 106-386, 114 Stat. 1464-1548 (2000).

who are likely to be helpful in the investigation or prosecution of criminal activity. The U visa provides eligible victims with nonimmigrant status in order to temporarily remain in the United States (U.S.) while assisting law enforcement. If certain conditions are met, an individual with U nonimmigrant status may adjust to lawful permanent resident status. Congress capped the number of available U visas to 10,000 per fiscal year.

Immigrants, especially women and children, can be particularly vulnerable to crimes like human trafficking, domestic violence, sexual assault, and other abuse due to a variety of factors. These include, but are not limited to, language barriers, separation from family and friends, lack of understanding of U.S. laws, fear of deportation, and cultural differences. Congress recognized that victims who do not have legal status may be reluctant to help in the investigation or prosecution of criminal activity for fear of removal from the United States. The VTVPA was enacted to strengthen the ability of law enforcement agencies to investigate and prosecute cases of domestic violence, sexual assault, trafficking of persons and other crimes while offering protection to victims of such crimes without the immediate risk of being removed from the country. Congress also sought to encourage law enforcement officials to serve immigrant crime victims.[2]

If an individual believes he or she may qualify for a U visa, then that individual or his or her representative will complete the USCIS Form I-918, Petition for U Nonimmigrant Status (Form I-918), and submit it to U.S. Citizenship and Immigration Services (USCIS) with all relevant documentation, including Form I-918B, the U visa law enforcement certification. Given the complexity of U visa petitions, petitioners often work with a legal representative or victim advocate.

What Is a U Visa Certification and Which Agencies Can Certify?

USCIS Form I-918, Supplement B is the U visa certification document that a law enforcement agency can complete for a victim who is petitioning USCIS for a U visa. USCIS is the federal component of DHS with the responsibility to determine whether immigration benefits and immigration status should be granted or denied. Form I-918B is a required piece of evidence to confirm to USCIS that a qualifying crime has occurred and that the victim was helpful, is being helpful, or is likely to be helpful in the investigation or prosecution of criminal activity.

Form I-918B and its instructions are available on the USCIS website at www.uscis.gov with the Form I-918 for the U visa. In order to be eligible for a U visa, the victim must submit a law enforcement certification completed by a certifying agency. Certifying agencies include all authorities responsible for the investigation, prosecution, conviction or sentencing of the qualifying criminal activity, including but not limited to:

- Federal, State and Local law enforcement agencies;
- Federal, State and Local prosecutors' offices;

[2] VTVPA, Pub.L. No. 106-386, § 1513(a)(2)(A), 114 Stat. 1464, 1533-34 (2000). *See also* New Classification for Victims of Criminal Activity; Eligibility for ''U'' Nonimmigrant Status, 72 Fed. Reg. 53014 (Sept. 17, 2007) (amending 8 C.F.R. §§ 103, 212, 214, 248, 274a and 299).

- Federal, State and Local Judges;
- Federal, State, and Local Family Protective Services;
- Equal Employment Opportunity Commission;
- Federal and State Departments of Labor; and
- Other investigative agencies.

The law enforcement certification, Form-918B, is a required piece of evidence to confirm that a qualifying crime has occurred and that that the victim was helpful, is being helpful, or is likely to be helpful in the detection, investigation or prosecution of criminal activity. Although a law enforcement certification is a required part of a victim's petition for a U visa, law enforcement officers cannot be compelled to complete a certification. Whether a certifying law enforcement agency signs a certification is at the discretion of that law enforcement agency and the policies and procedures it has established regarding U visa certifications. The law enforcement certification validates the role the victim had, has, or will have in being helpful to the investigation or prosecution of the case; therefore, it is important that the law enforcement agency complete certifications on a case-by-case basis. Without a completed U visa certification, the victim will not be eligible for a U visa.

What Constitutes a Qualifying Crime?

• Abduction • Abusive Sexual Contact • Blackmail • Domestic Violence • Extortion • False Imprisonment • Felonious Assault • Female Genital Mutilation • Felonious Assault • Being Held Hostage	• Incest • Involuntary Servitude • Kidnapping • Manslaughter • Murder • Obstruction of Justice • Peonage • Perjury • Prostitution • Rape	• Sexual Assault • Sexual Exploitation • Slave Trade • Torture • Trafficking • Witness Tampering • Unlawful Criminal Restraint • Other Related Crimes*† *Includes any similar activity where the elements of the crime are substantially similar. †Also includes attempt, conspiracy, or solicitation to commit any of the above, and other related, crimes.

What Does "Helpful" In the Investigation or Prosecution Mean?

Helpfulness means the victim was, is, or is likely to be assisting law enforcement in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim. This includes being helpful and providing assistance when reasonably requested. This also includes an ongoing responsibility on the part of the victim to be helpful. Those who unreasonably refuse to assist after

reporting a crime will not be eligible for a U visa. The duty to remain helpful to law enforcement remains even after a U visa is granted, and those victims who unreasonably refuse to provide assistance after the U visa has been granted may have the visa revoked by USCIS. Law enforcement agencies should contact and inform USCIS of the victim's unreasonable refusal to provide assistance in the investigation or prosecution should this occur.

A current investigation, the filing of charges, a prosecution or conviction are not required to sign the law enforcement certification. Many instances may occur where the victim has reported a crime, but an arrest or prosecution cannot take place due to evidentiary or other circumstances. Examples of this include, but are not limited to, when the perpetrator has fled or is otherwise no longer in the jurisdiction, the perpetrator cannot be identified, or the perpetrator has been deported by federal law enforcement officials. There is no statute of limitations on signing the law enforcement certification. A law enforcement certification can even be submitted for a victim in a closed case.

USCIS Review of U Visa Law Enforcement Certifications

USCIS is the federal component of DHS responsible for approving and denying immigration benefits and status, including the U visa. Federal, State and local law enforcement agencies **do not** grant or guarantee a U visa or any other immigration status by signing a U visa certification (Form I-918B). Only USCIS may grant or deny a U visa after a full review of the petition to determine whether all the eligibility requirements have been met and a thorough background investigation. An individual may be eligible for a U visa if:

- He/she is the victim of qualifying criminal activity.
- He/she has suffered substantial physical or mental abuse as a result of having been a victim of criminal activity.
- He/she has information about the criminal activity. If under the age of 16 or unable to provide information due to a disability, a parent, guardian, or next friend may possess the information about the crime on the individual's behalf.
- He/she was helpful, is being helpful, or is likely to be helpful to law enforcement in the investigation or prosecution of the crime. If under the age of 16 or unable to provide information due to a disability, a parent, guardian, or next friend may assist law enforcement on behalf of the individual.
- The crime occurred in the United States or violated U.S. laws
- He/she is admissible to the United States. If not admissible, an individual may apply for a waiver on a Form I-192, Application for Advance Permission to Enter as a Non-Immigrant.

By signing a law enforcement certification, the law enforcement agency is stating that a qualifying criminal activity occurred, that the victim had information concerning the criminal activity, and that the victim was helpful, is being helpful, or is likely to be helpful in the investigation or prosecution of the qualifying crime. In addition, law enforcement may report information about any harm sustained by the victim that law enforcement has knowledge of or observed.

While a U visa petition will not be granted without the required law enforcement certification, the fact that a certification has been signed does not automatically grant the victim a U visa. The certification is only one of the required pieces of evidence needed to be eligible for a U visa.

For all U visa petitioners, USCIS conducts a thorough background investigation which includes a Federal Bureau of Investigation (FBI) fingerprint check and name check. USCIS will also review the petitioners' immigration records to assess whether any inadmissibility issues exist, such as the petitioner's criminal history, immigration violations, or security concerns. Any evidence that law enforcement and immigration authorities possess may be used when determining eligibility for a U visa. This evidence includes, but is not limited to, the person's criminal history, immigration records, and other background information. USCIS may contact the certifying law enforcement agency if there are any issues or questions arise during the adjudication based on information provided in the law enforcement certification.

Benefits of the U Visa to the Recipient

If found eligible and a petition is approved, a U visa recipient receives nonimmigrant status to live and work in the United States for no longer than 4 years. Qualified recipients may apply to adjust status to become a lawful permanent resident (green card) after three years of continuous presence in the U.S. while having a U visa. The petitioner will have to meet other eligibility requirements for a green card as well, including the ongoing duty to cooperate with law enforcement and not unreasonably refuse to assist with the investigation or prosecution of the qualifying crime. Additionally, certain immediate family members of U visa recipients may also be eligible to live and work in the United States as derivative U visa recipients based on their relationship with the principal recipient. These family members include:

- Unmarried children under the age of 21 of principal U visa recipients;
- Spouses of principal U visa recipients;
- Parents of principal U visa recipients under age 21; and
- Unmarried siblings under 18 years old of principal U visa recipients under age 21.

U Visa Certification Form (Form I-918B)

Tips for Filling Out the Form I-918B

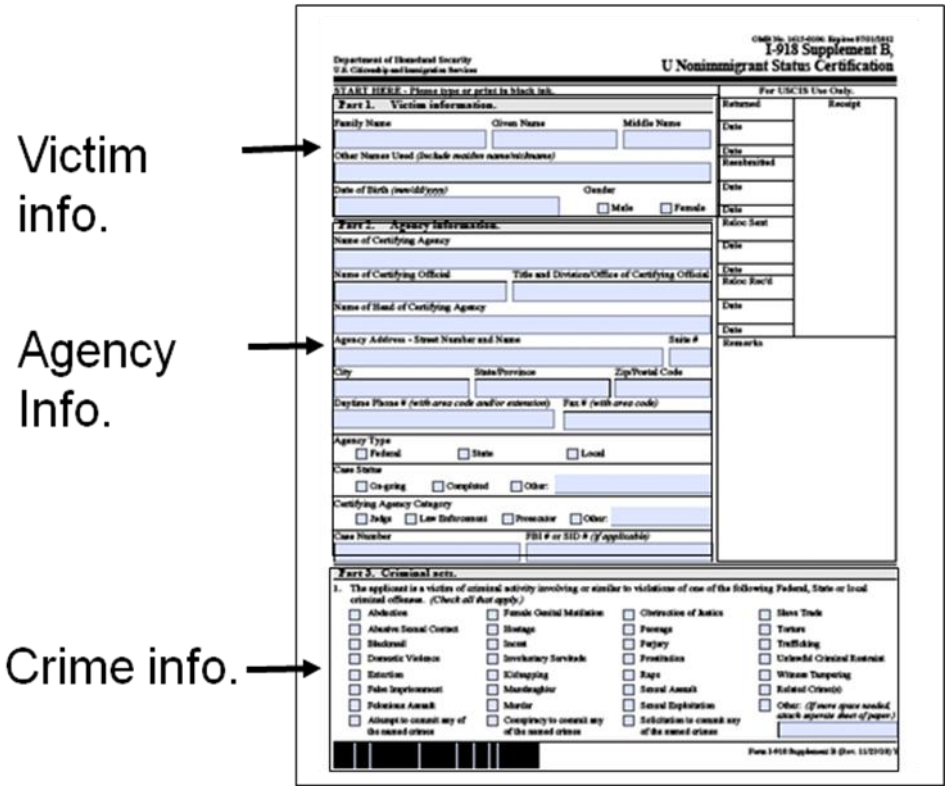
The U visa certification can be initiated by the law enforcement agency itself or by the crime victim. If initiated by the crime victim, this is usually done with the assistance of an advocate or an attorney. By signing a certification, the law enforcement agency attests that the information is true and correct to the best of the certifying official's knowledge. The head of the agency has the authority to sign certifications or to delegate authority to other agency officials in a supervisory role to sign certifications. An agency's decision to sign a certification is completely discretionary and under the authority of that agency. Neither DHS nor any other federal agency have the authority to request or demand that any law enforcement agency sign the certification. There is also no legal obligation to

complete and sign Form I-918B. However, without a certification signed by law enforcement, the individual will not be eligible to be granted a U visa.

By signing a certification, the law enforcement agency attests that the information is true and correct to the best of the certifying official's knowledge. The law enforcement certification essentially states to USCIS that:

- The petitioner was a victim of a qualifying crime;
- The petitioner has specific knowledge and details of crime; and
- The petitioner has been, is being, or is likely to be helpful to law enforcement in the detection, investigation, or prosecution of the qualifying crime.

If a law enforcement agency signs a Form I-918B, the certification must be returned to the victim (or the victim's attorney, representative, etc.). The law enforcement agency does not need to send the signed certification separately to USCIS. The victim is required to send the original signed certification form along with his or her complete U visa petition to USCIS. If the law enforcement official is providing additional documents (e.g., a copy of the police report, additional statements, photos, etc.) along with the certification, law enforcement should indicate on Form I-918B a note of "see attachment" or "see addendum". Question 5 of Part 4 on Form I-918B, the certifying official may document the helpfulness of the victim and if that victim refused to be helpful at any time throughout the investigation/prosecution at the point. The certification form must contain an original signature and should be signed in a color of ink other than black for verification purposes. Photocopies, faxes, or scans of the certification form cannot be accepted by USCIS as an official certification.



Date, location and other crime info.

Part 3. Criminal acts. *(Continued)*

2. Provide the date(s) on which the criminal activity occurred.

Date *(mm/dd/yyyy)*	Date *(mm/dd/yyyy)*	Date *(mm/dd/yyyy)*	Date *(mm/dd/yyyy)*

3. List the statutory citation(s) for the criminal activity being investigated or prosecuted, or that was investigated or prosecuted.

4. Did the criminal activity occur in the United States, including Indian country and military installations, or the territories or possessions of the United States? ☐ Yes ☐ No

   a. Did the criminal activity violate a Federal extraterritorial jurisdiction statute? ☐ Yes ☐ No

   b. If "Yes," provide the statutory citation providing the authority for extraterritorial jurisdiction.

   c. Where did the criminal activity occur?

5. Briefly describe the criminal activity being investigated and/or prosecuted and the involvement of the individual named in Part 1. Attach copies of all relevant reports and findings.

6. Provide a description of any known or documented injury to the victim. Attach copies of all relevant reports and findings.

Helpfulness statement

Part 4. Helpfulness of the victim.

The victim (or parent, guardian or next friend, if the victim is under the age of 16, incompetent or incapacitated):

1. Possesses information concerning the criminal activity listed in Part 3. ☐ Yes ☐ No
2. Has been, is being or is likely to be helpful in the investigation and/or prosecution of the criminal activity detailed above. *(Attach an explanation briefly detailing the assistance the victim has provided.)* ☐ Yes ☐ No
3. Has not been requested to provide further assistance in the investigation and/or prosecution. *(Example: prosecution is barred by the statute of limitation.) (Attach an explanation.)* ☐ Yes ☐ No
4. Has unreasonably refused to provide assistance in a criminal investigation and/or prosecution of the crime detailed above. *(Attach an explanation.)* ☐ Yes ☐ No

Form I-918 Supplement B (11/21/10) Y Page 3

Additional helpfulness info.

Part 4. Helpfulness of the victim. *(Continued)*

5. Other, please specify.

Culpable family members

Part 5. Family members implicated in criminal activity.

1. Are any of the victim's family members believed to have been involved in the criminal activity of which he or she is a victim? ☐ Yes ☐ No
2. If "Yes," list relative(s) and criminal involvement. *(Attach extra reports or extra sheet(s) of paper if necessary.)*

Full Name	Relationship	Involvement

Certification

Part 6. Certification.

I am the head of the agency listed in Part 2 or I am the person in the agency who has been specifically designated by the head of the agency to issue U nonimmigrant status certification on behalf of the agency. Based upon investigation of the facts, I certify, under penalty of perjury, that the individual noted in Part 1 is or has been a victim of one or more of the crimes listed in Part 3. I certify that the above information is true and correct to the best of my knowledge, and that I have made, and will make no promises regarding the above victim's ability to obtain a visa from the U.S. Citizenship and Immigration Service, based upon this certification. I further certify that if the victim unreasonably refuses to assist in the investigation or prosecution of the qualifying criminal activity of which he/she is a victim, I will notify USCIS.

Signature of Certifying Official Identified in Part 2. Date *(mm/dd/yyyy)*

Form I-918 Supplement B (Rev. 11/21/10) Y Page 3

Best Practices in U Visa Certifications (Form I-918B)

Across the United States, law enforcement agencies have taken different procedural approaches to U visa certifications. DHS does not endorse or recommend any particular practice, as the certifying agency has the sole authority on the policies and procedures it will use in signing law enforcement certifications. Some examples of how various law enforcement agencies educate their officers about U visa certifications and how they designate a certifier or certifiers in their agencies include:

- Department policy or general order on the process and use of the U visa certification written and distributed;
- A Letter or Memorandum designating a process and authority to certify has been sent from the Chief to the Lieutenant(s) or supervisor(s) in charge of certifying U visas;
- Chief designates the head of the Victim-Witness Assistance Program as the certifier;
- Teletype message or similar written notification sent out from the Chief to the entire department explaining the purpose of the U visa, the certification process, and who is/are designated as the certifier(s); and
- The Investigations Bureau Chief, assigned as certifier, delegates an officer or supervisor to review requests made by both law enforcement officers and the community and makes a recommendation on the certification to the Bureau Chief.

Frequently Asked Questions

What do I do with a completed certification?
Once the law enforcement official completes and signs Form I-918B, the original should be given to the victim or the victim's legal representative or victim advocate, so that he or she can add the certification to the original U visa petition packet before submission to USCIS.

Please also note that only a law enforcement official may complete and sign the Form I-918B. The victim, victim's attorney, or advocate may not sign the Form I-918B.

If I certify a petition, does the victim automatically get a U visa or lawful immigration status?
No. There are many additional eligibility requirements that USCIS evaluates based on a victim's U visa petition, including whether the victim suffered "substantial physical or mental abuse." Moreover, upon receiving a U visa petition, including Form I-918B, USCIS will conduct a full review of the petition and a thorough background check of the petitioner before approving or denying the petition. The background check will include an FBI fingerprint check, name and date of birth (DOB) check, and a review of immigration inadmissibility issues, including security-based and criminal inadmissibility grounds. A victim may be found inadmissible if they do not meet required criteria in the Immigration and Nationality Act to gain admission or legal status in the U.S. Generally, USCIS does not initiate removal proceedings. However, if there are serious inadmissibility issues, such as security related concerns, multiple or violent criminal arrests, or multiple immigration violations, USCIS may find the victim to be inadmissible and may also initiate removal proceedings. If USCIS finds the victim

to be inadmissible after a removal proceeding was stayed or terminated to pursue the U visa application, the proceedings may be reinitiated or DHS may file a new Notice to Appear (NTA) for that individual.

If USCIS needs further information, evidence, or clarification of an issue, USCIS officers may request additional evidence from the petitioner. USCIS may also contact the certifying law enforcement agency for further information if necessary.

Which law enforcement agencies are eligible to make certifications?
A federal, state, local law enforcement agency, prosecutor, judge, or other authority that has the responsibility for the investigation or prosecution of a qualifying crime or criminal activity is eligible to sign Form I-918B. This includes agencies with criminal investigative jurisdiction in their respective areas of expertise, including but not limited to child and adult protective services, the Equal Employment Opportunity Commission, and Federal and State Departments of Labor.

Who in the law enforcement agency can sign Form I-918B?
A certifying official(s) can sign Form I-918B. The U visa regulation defines a certifying official as: "[t]he head of the certifying agency, or any person(s) in a supervisory role who has been specifically designated by the head of the certifying agency to issue U nonimmigrant status certifications on behalf of that agency." 8 C.F.R. § 214.14(a)(3).

Although not required with each certification, it is helpful to include a letter showing the designation of the signing official(s). The letter would be signed by the agency head and would reflect that person with a particular rank or title within the agency is to be the signing official(s).

If my law enforcement agency has a Memorandum of Understanding (MOU) with DHS under the 287(g) program, are we still able to sign U visa certifications?
Yes, Form I-918B can be signed regardless of such an MOU with DHS. DHS encourages all jurisdictions to implement U visa certification practices and policies.

What if the victim or witness in my case has been detained or ordered removed for an immigration violation?
Individuals currently in removal proceedings or with final orders of removal may still apply for a U visa. Absent special circumstances or aggravating factors, it is against U.S. Immigration and Customs Enforcement (ICE) policy to initiate removal proceedings against an individual known to be the immediate victim or witness to a crime. To avoid deterring individuals from reporting crimes, ICE has issued guidance to remind ICE officers, special agents, and attorneys to exercise all appropriate discretion on a case-by-case basis when making detention and enforcement decisions in the cases of victims of crime, witnesses to crime, and individuals pursuing legitimate civil rights complaints. Particular attention should be paid to victims of domestic violence, human trafficking, or other serious crimes, and witnesses involved in pending criminal investigations or prosecutions.

If a law enforcement official is aware of a victim or witness against whom a detainer has been lodged, who has been detained, who has been placed in removal proceedings for an immigration violation, or who has been ordered removed, the official should promptly contact their local ICE Enforcement and Removal Operations (ERO) contact or the local Office of the Chief Counsel to make ICE aware of the situation. Specifically with regard to a lodged detainer, the law enforcement official may notify the ICE Law Enforcement Support Center at (802) 872-6020, if the individual may be the victim of a crime, or if the officials want this individual to remain in the United States for prosecution or other law enforcement purposes, including acting as a witness.

Will a certifying law enforcement agency be liable for any future conduct of someone who is granted a U visa? What if I signed a certification for someone who later commits a crime?
A certifying law enforcement agency/official cannot be held liable for the future actions of a victim for whom the agency signed a certification or to whom DHS granted a U visa. The U visa certification simply states that the person was a victim of a qualifying crime, possessed information relating to the crime, and was helpful in the investigation or prosecution of that crime. The certification does not guarantee the future conduct of the victim or grant a U visa. USCIS is the only agency that can grant a U visa.

If a victim is granted a U visa and is later arrested or commits immigration violations, federal immigration authorities will respond to those issues.

If a law enforcement agency later discovers information regarding the victim, crime, or certification that the agency believes USCIS should be aware of, or if the agency wishes to withdraw the certification, the law enforcement agency should contact USCIS.

If an investigation or case is closed, can law enforcement still complete Form I-918B? Is there a statute of limitations?
Yes, law enforcement can still complete Form I-918B for an investigation or case that is closed. There is no statute of limitations regarding the time frame in which the crime must have occurred. Federal legislation specifically provides that a victim may be eligible for a U visa based on having been helpful *in the past* to investigate or prosecute a crime. A crime victim could be eligible to receive U visa certification when, for example, the case is closed because the perpetrator could not be identified; a warrant was issued for the perpetrator but no arrest could be made due to the perpetrator fleeing the jurisdiction or fleeing the United States, or has been deported; before or after the case has been referred to prosecutors, as well as before or after trial whether or not the prosecution resulted in a conviction. The petitioner must still meet all the eligibility requirements for a U visa to be approved.

Can I complete a U visa certification for a victim who is no longer in the United States?
Yes. While the crime must have occurred in the United States, its territories, or possessions, or have violated U.S. law, victims do not need to be present in the U.S. in order to be eligible for a U visa and may apply from outside the United States.

Who determines if the "substantial physical or mental abuse" requirement has been met?

USCIS will make the determination as to whether the victim has met the "substantial physical or mental" standard on a case-by-case basis during its adjudication of the U visa petition. Certifying law enforcement agencies do not make this determination. Certifying agencies may, however, provide any information the agency deems relevant regarding injuries or abuse on Form I-918B. The U visa certification signed by law enforcement states that the person was a victim of a qualifying crime, possessed information relating to the crime, and was helpful, is being helpful, or is likely to be helpful in the investigation or prosecution of that crime. Question 6 of Part 3 on Form I-918B asks that law enforcement provide information about any injuries the law enforcement agency knows about or has documented. While this provides some of the evidence USCIS will use to make the substantial physical or mental abuse determination, the U visa petitioner has the burden of proving the substantial physical or emotional abuse.

USCIS adjudication officers receive extensive training in statutory and regulatory requirements in determining whether a victim has suffered substantial physical or mental abuse. Factors that USCIS uses to make this determination are: the nature of the injury inflicted; the severity of the perpetrator's conduct; the severity of the harm suffered; the duration of the infliction of the harm; and the extent to which there is permanent or serious harm to the appearance, health, or physical or mental soundness of the victim.

The existence of one or more of the factors does not automatically signify that the abuse suffered was substantial. The victim will have to provide evidence to USCIS showing that the victim meets the standard of substantial physical or mental abuse.

Can I still certify if the perpetrator is no longer in the jurisdiction or prosecution is unlikely for some reason?

Yes. There is no statutory or regulatory requirement that an arrest, prosecution, or conviction occur for someone to be eligible to apply for a U visa. Instances may occur where the perpetrator has fled the jurisdiction, left the United States, or been arrested for unrelated offenses by another agency in another jurisdiction. An arrest, prosecution, or conviction may not be possible in these situations. The petitioner will still have to meet the helpfulness requirement by reasonably assisting the certifying law enforcement agency, and will also have to meet all other eligibility requirements in order to qualify for a U visa.

Does the victim have to testify to be eligible for certification?

As mentioned above, there is no requirement that an arrest, prosecution, or conviction occur for someone to be eligible for a U visa. While there is no requirement for the victim to testify at a trial to be eligible for a U visa, if the victim is requested to testify, he or she cannot unreasonably refuse to cooperate with law enforcement. If the victim unreasonably refuses to testify, the law enforcement agency should notify USCIS and may withdraw the previously signed Form I-918B.

Can a victim's petition still be approved if the defendant is acquitted or accepted a plea to a lesser charge, or if the case was dismissed?

Yes. As mentioned above, a conviction is not required for someone to be eligible for a U visa. Plea agreements and dismissals do not negatively impact the victim's eligibility. As long as the victim has been helpful in the investigation or prosecution of the qualifying criminal activity and meets all other eligibility requirements, the victim may petition for a U visa.

If the victim unreasonably refuses to assist the investigation or prosecution and harms the criminal case, that will negatively impact the victim's ability to receive an approval. The certifying law enforcement agency should notify USCIS if the victim has unreasonably refused to cooperate in the investigation or prosecution of the crime.

What constitutes "helpfulness" or "enough cooperation"?

USCIS regulation requires that the victim has been, is being, or is likely to be helpful in the investigation or prosecution of the criminal activity. This means that since the initiation of cooperation, the victim has not refused or failed to provide information and assistance reasonably requested by law enforcement.

USCIS will not provide a U visa to those petitioners who, after initially cooperating with law enforcement, refuse to provide continuing assistance when reasonably requested. USCIS also will not approve the petitions of those who are culpable for the qualifying criminal activity.

What if the victim stops cooperating after I sign his/her certification?

At its discretion, a certifying agency may withdraw or disavow a Form I-918B at any time if a victim stops cooperating. To do so, the certifying agency must notify the USCIS Vermont Service Center in writing (see below).

Written notification regarding withdrawal or disavowal should include:

- The agency's name and contact information (if not included in the letterhead);
- The name and date of birth of the individual certified;
- The name of the individual who signed the certification and the date it was signed;
- The reason the agency is withdrawing/disavowing the certification including information describing how the victim's refusal to cooperate in the case is unreasonable;
- The signature and title of the official who is withdrawing/ disavowing the certification; and
- A copy of the certification the agency signed (if a copy was retained by the agency).

The letter should be either scanned and emailed to the Vermont Service Center at LawEnforcement_UTVAWA.vsc@uscis.dhs.gov, or mailed to:

USCIS—Vermont Service Center
ATTN: Division 6
75 Lower Welden Street
St. Albans, VT 05479

If one crime is initially investigated but a different crime is eventually prosecuted, does that have an impact on the certification?

A law enforcement certification is valid regardless of whether the initial crime being investigated is different from the crime that is eventually prosecuted. As long as the person is a victim of a qualifying criminal activity, that person may be eligible for a U visa. Examples include:

- An initial investigation of rape eventually leads to a charge and prosecution of sexual assault. Both rape and sexual assault are qualifying crimes.

- An initial investigation of embezzlement leads to a charge and prosecution of extortion. While embezzlement is not a qualifying crime, the investigation eventually led to a charge of extortion, which is a qualifying crime. If the person assisting in the investigation or prosecution is a victim of extortion, that person may qualify for a U visa.

- In the process of investigating drug trafficking allegations, police determine that the drug trafficker's wife is a victim of domestic violence. The victim reported the domestic abuse. The state brings a prosecution against the husband for drug offenses but not domestic violence crimes. The wife is cooperating in the drug prosecution. Law enforcement may complete a Form I-918B certification for reporting the domestic abuse case that is not being prosecuted.

Form I-918B certifications may also be submitted for crimes similar to the list of qualifying criminal offenses. An investigation or prosecution into a charge of video voyeurism may fall under the qualifying crime of sexual exploitation. This may be determined by state or local criminal law and the facts and evidence in that specific case. Please note that while video voyeurism is not specifically listed as a qualifying crime, it may be considered a type of sexual exploitation, which is a qualifying crime. The victim would need to show how these crimes are related and present this evidence to USCIS, along with Form I-918B certification form signed by a certifying law enforcement agency.

If the victim is a child, why would a non-citizen parent ask for a certification stating that the parent was the victim?

In many cases where a child is the victim of a crime, the child may not be able to provide law enforcement with adequate assistance. This may be due to the child's age or trauma suffered, among various other reasons. Parents of a child victim play a crucial role in detecting and reporting crimes, providing information and assisting law enforcement in the investigation or prosecution of the crime committed against the child. Recognizing this, an alien parent can apply to be recognized as an "indirect victim" if the principal victim is a child under 21 years of age and is incompetent or incapacitated to provide assistance to law enforcement in the investigation or prosecution of the crime committed against the child or if the child is deceased due to murder or manslaughter. The immigration status of the child victim is not relevant to this determination; Form I-918B can be submitted for an alien parent whether or not the child is a U.S. citizen or a non-citizen.

The parent(s), in order to qualify as an "indirect victim", must meet the remaining eligibility requirements for a U visa to receive an approval. Therefore, the "indirect victim" parents must have information about the crime, and must be helpful to law enforcement in the investigation or

prosecution of the crime and the crime must have occurred in the United States or violated U.S. law. The parents will also be subject to the standard background checks (FBI fingerprint and name/DOB check) and immigration records review as well. .

What constitutes "possesses information"?
To be eligible for a U visa, the victim of the crime must possess credible and reliable information establishing that the victim has knowledge of the details of the criminal activity or events leading up to the criminal activity, including specific facts about the crime/victimization leading law enforcement to determine that the victim has assisted, is assisting, or is likely to provide assistance in the investigation or prosecution of the crime.

If the victim was under 16 years of age or incompetent or incapacitated at the time the qualifying crime occurred, a parent, guardian, or next friend may possess the information. A "next friend" is defined as a person who appears in a lawsuit to act for the benefit of an alien who is under 16 or incompetent or incapacitated. The next friend is someone dedicated to the best interests of the individual who cannot appear on his or her own behalf because of inaccessibility, mental incompetence, or other disability. A next friend cannot be a party to a legal proceeding involving the victim and cannot be a court appointed guardian. A next friend also does not qualify for a U visa or any immigration benefit simply by acting as a next friend for the victim, but he or she may possess information about the criminal activity and may provide the required assistance.

Will USCIS approve a victim with a criminal history?
USCIS may deny a U visa petition for a variety of reasons including if the victim's criminal history warrants such a decision. Denials may occur in cases where a victim has multiple arrests, convictions, or has a serious or violent criminal arrest record. USCIS will also deny a petition if the victim was complicit or culpable in the qualifying criminal activity of which he or she claims the victimization occurred. USCIS conducts background and security checks (FBI fingerprint check, name/DOB check, check of immigration records) on U visa petitioners and reviews all available information concerning arrests, immigration violations, and security issues before making a final decision.

The fact that a victim has a criminal history does not automatically preclude approval of U status. USCIS has broad authority to waive most inadmissibility issues, including criminal issues. Each U visa petition is evaluated on a case-by-case basis.

If law enforcement believes USCIS should know something particular about a victim's criminal history, that information can be cited on the certification or with an attached report or statement detailing the victim's criminal history with that law enforcement agency or his or her involvement in the crime.

What are the safeguards for protecting the U visa program against fraud?
Congress and USCIS recognize that law enforcement agencies that investigate and prosecute the qualifying criminal activities are in the best position to determine if a qualifying crime has taken place. If, in the normal course of duties, a law enforcement agency has determined that a qualifying crime

has taken place, the victim possessed information related to the crime, and the victim has been helpful, law enforcement may sign the U visa certification. Whether a law enforcement agency signs the certification is under the authority of the agency conducting the investigation or prosecution. The law enforcement certification also acts as a check against fraud and abuse, as the certification is required in order to be eligible for a U visa.

USCIS takes fraud and abuse of the U visa program seriously. If USCIS suspects fraud in a U visa petition, USCIS may request further evidence from the petitioner and may also reach out to the law enforcement agency for further information. USCIS also has a dedicated unit whose sole purpose is to target and identify fraudulent immigration applications. The Fraud Detection and National Security (FDNS) unit of USCIS conducts investigations of cases that appear fraudulent and works with other Federal, State, and local law enforcement agencies when fraud or abuse is discovered.

As an additional check against fraud, a U visa recipient cannot obtain a green card unless the victim proves that he or she cooperated, when requested, with law enforcement or prosecutors. In order to obtain a green card, if the U visa victim did not cooperate, he or she must prove to DHS' satisfaction that his or her refusal to cooperate was not unreasonable.

Where can my agency get additional training on U visa certifications?
Law enforcement agencies may request additional training and information by emailing USCIS at: T-U-VAWATraining@dhs.gov.

Other Forms of Relief for Victims

Federal law provides additional options to assist law enforcement with providing immigration status to victims and witnesses of crime that may or may not be eligible for the U visa. The following are some of these resources:

T Visa
The T nonimmigrant status (or T visa) provides immigration protection to victims of severe forms of trafficking in persons who comply with reasonable requests for assistance from law enforcement in the investigation or prosecution of human trafficking cases. The T nonimmigrant visa allows victims to remain in the United States to assist in the investigation or prosecution of human traffickers. Unlike the U visa, the T visa does not require a law enforcement certification. Once T nonimmigrant status is granted, a victim can apply for permanent residence after three years. A petitioner for a T visa must send a completed petition (Form I-914) to USCIS. A signed I-914 Supplement B may be submitted with the petition to verify that he or she has complied with any reasonable request by law enforcement in the investigation or prosecution of the trafficking crime, but is not required. The certification is one of the pieces of evidence that USCIS will consider to grant or deny a T visa.

VAWA
Recognizing that immigrant victims of domestic violence may remain in an abusive relationship because his or her immigration status is often tied to the abuser, the Violence Against Women Act

(VAWA) in 1994 created a self-petitioning process that removes control from the abuser and allows the victim to submit his or her own petition for permanent residence without the abuser's knowledge or consent. Those eligible for VAWA relief include the abused spouse or former spouse of a U.S. citizen or Lawful Permanent Resident, the abused child of a U.S. citizen or Lawful Permanent Resident, or the abused parent of a U.S. citizen. VAWA immigration relief applies equally to women and men. To file for VAWA immigration relief the self-petitioner must send a completed Form I-360 along with corroborating evidence to USCIS. A law enforcement certification is not needed in these cases.

Continued Presence

Continued Presence (CP) is a temporary immigration status provided to individuals identified by law enforcement as victims of human trafficking who are potential witnesses in an investigation or prosecution. Federal law enforcement officials are authorized to submit a CP application, which should be initiated upon identification of a victim of human trafficking. CP allows victims of human trafficking to remain in the United States during an ongoing investigation into human trafficking-related crimes committed against them. CP is initially granted for one year and may be renewed in one-year increments. Recipients of CP also receive work authorization. CP is authorized by ICE Homeland Security Investigations (HSI) Law Enforcement Parole Unit and can only be sponsored by a federal law enforcement agent.

State, local, tribal and territorial law enforcement officials who would like to request CP for human trafficking victims are encouraged to work with the local HSI office in their area. In addition, Victim Assistance Coordinators can assist law enforcement officials in obtaining referrals to non-governmental victim services providers who can offer a variety of services to assist crime victims, such as immigration legal assistance, crisis intervention, counseling, medical care, housing, job skills training, and case management.

CP is an important tool for federal, state, and local law enforcement in their investigation of human trafficking-related crimes. Victims of human trafficking often play a central role in building a case against a trafficker. CP affords victims a legal means to temporarily live and work in the United States, providing them a sense of stability and protection. These conditions improve victim cooperation with law enforcement, which leads to more successful prosecutions and the potential to identify and rescue more victims. Although cooperation with law enforcement is not an eligibility criterion for CP, victims who are cooperating do receive eligibility for social service benefits through the Department of Health and Human Services Office of Refugee Resettlement. Victims may qualify for other forms of immigration benefits depending on their unique circumstances.

Significant Public Benefit Parole

Significant Public Benefit Parole (SPBP) may be utilized to bring an individual to serve as a witness, defendant, or cooperating source, and if necessary in extremely limited cases, the individual's immediate family members, into the United States for up to one year. It must be emphasized that SPBP will only be granted for the minimum period of time required to accomplish the requested purpose, e.g., if a trial is 3 months long, parole will be granted for 3 months. SPBP is a temporary measure used to allow an individual who is otherwise inadmissible to be present in the United States. SPBP does not

constitute a formal admission to the United States and confers only temporary authorization to be present in the United States without having been admitted. Employment authorization may be granted.

Deferred Action
Deferred Action (DA) is a discretionary decision-making authority that allows DHS to determine which cases merit the commitment of limited resources. It is exercised on a case-by-case basis that focus on the priorities of DHS, by targeting serious criminals and those who are a threat to public safety, and potentially deferring action on cases with a lower priority. There is no statutory definition of DA, but federal regulations provide a description: "[D]eferred action [is] "an act of administrative convenience to the government which gives some cases lower priority…." See 8 C.F.R. § 274a.12(c)(14). DHS officers, special agents, and attorneys consider every DA request individually to decide whether; based on the totality of the circumstances, a favorable grant of deferred action is appropriate. DA requests may, among other things, be based on humanitarian facts and a low-enforcement priority or may be based on an individual's status as an important witness in an investigation or prosecution. It does not provide a pathway to permanent residency.

DHS Contact Information

For more information about the U visa program and law enforcement certifications, please see:

U.S. Citizenship and Immigration Services
www.uscis.gov
www.uscis.gov/humantrafficking

To ask a question about a specific case or to rescind a signed certification:
LawEnforcement_UTVAWA.VSC@uscis.dhs.gov. *Please note that this e-mail address is for law enforcement personnel only. Any e-mail sent by any person or entity that is not law enforcement to this specific e-mail address will not be answered.*

To request U visa training for your agency:
T-U-VAWATraining@dhs.gov

To ask specific policy questions about T and U visa certifications, call USCIS at (202) 272-1470.

Petitioners and their representatives may submit an inquiry regarding a specific case by emailing:
hotlinefollowupI918I914.vsc@dhs.gov

Citizenship and Immigration Services Ombudsman
To refer U visa petitioners who are experiencing problems that have not been able to be resolved through DHS customer assistance avenues:

www.dhs.gov/cisombudsman
Toll Free: (855) 882-8100
Phone: (202) 357-8100
Email: cisombudsman@dhs.gov

Immigration and Customs Enforcement

If a law enforcement official is aware of a victim or witness against whom a detainer has been lodged, who has been detained, who has been placed in removal proceedings for an immigration violation, or who has been ordered removed, the official should promptly contact their local ICE Enforcement and Removal Operations (ERO) contact or the local Office of the Principal Legal Advisor (OPLA) to make ICE aware of the situation.

To contact your local ICE ERO office, please see the list of contact information here:
http://www.ice.gov/contact/ero/

To contact your local ICE OPLA office, please see the list of contact information here:
http://www.ice.gov/contact/opla/

Specifically with regard to a lodged detainer, the law enforcement official should notify the ICE Law Enforcement Support Center:

www.ice.gov/contact/lesc/
Phone: (802) 872-6050
Email: ice.osltc@dhs.gov

LESC Computer Services Division
188 Harvest Lane
Williston, Vermont 05495

Office of Civil Rights and Civil Liberties

To refer individuals who would like to file a complaint concerning abuses of civil rights, civil liberties, and profiling on the basis of race, ethnicity, or religion, by employees and officials of the Department of Homeland Security:

By mail or phone:
Office for Civil Rights and Civil Liberties
U.S. Department of Homeland Security
Building 410, Mail Stop #0190
Washington, D.C. 20528

Phone: (202) 401-1474
Toll Free: (866) 644-8360
TTY: (202) 401-0470
Toll Free TTY: (866) 644-8361
Fax: (202) 401-4708

E-mail: crcl@dhs.gov

Office for State and Local Law Enforcement
For information about DHS coordination with federal, state, local, territorial, and tribal law enforcement, please contact the DHS Headquarters Office for State and Local Law Enforcement.

Phone: (202) 282-9545

Email: oslle@hq.dhs.gov

More Federal Government Resources Available:
DHS Blue Campaign, which includes links to help locate local service providers with experience with immigrant victims of crime.
USCIS Victims of Criminal Activity: U Nonimmigrant Status
USCIS Questions and Answers: Victims of Criminal Activity, U Nonimmigrant Status
DHS Ombudsman Teleconference Recap: U Visas
October 2009 FBI Law Enforcement Bulletin: The U Visa
Immigration and Customs Enforcement Toolkit for Prosecutors

NAW Exposure Report.pdf

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City of Norman Animal Welfare Division
3428 S. Jenkins Norman, Ok. 73071
Phone: (405) 292-9736 / Fax: (405) 217-1035
Email: PD_Animal_Control@NormanOK.gov

Animal Bite Exposure Report

Incident: Exposure Date: _____Time: _____Report Date: _____Time: _____
Location: _____City: _____State: _____Zip: _____
Reporting Person: _____Exposure Type: ____Bite ____ Scratch ___Other___
Address: _____City: _____State: _____Zip: _____Phone: _____

Victim: Name: _____Sex: _____DOB:_____DL#_____
Address: _____City: _____State: _____Zip: _____Phone: _____
Activity of victim at time of exposure: (Activity Log)_____
_____
_____
Parts of body affected: Head/Face: ____Neck: ___Torso: ___Arms: ___Hands: ____Legs: ____Feet: _____
Injuries: Minor: ___Moderate: ___Severe: ___ First party: _____Provoked: _____
Medical Treatment: None: ____ER: _____Clinic: _____Personal: ___UNK: _____

Guardian: Name: _____Sex: _____DOB:_____DL#:_____
Address: _____City: _____State: _____Zip: _____Phone: _____

Animal: Canine: ____Feline: ____Other: ____ Sex: ____Spayed: ____Neutered: ____Age: _____
Color: _____Breed: _____Size: _____Other marking: _____
Confined at time of incident?: _____How?_____Trap Used: _____
Rabies Vaccination Date: _____Expiration Date: _____Vet Clinic: _____

Owner: Name: _____Sex: _____DOB:_____DL#_____
Address: _____City: _____State: _____Zip: _____Phone: _____
Relationship to Victim: _____Was owner cooperative?: _____

Quarantine: Home: _____Vet: _____Vet Clinic: _____Phone: _____
Quarantine expiration date: _____Comments: _____

Lab: Delivered Date: _____Time: _____Report Number: _____
Results: Pos: ___Neg: ___ Date of results: _____Tech: _____

NPD #: _____NAW #: _____

AWO: _____

Attachment A - 1904R.pdf

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ATTACHMENT A: Authorized Facial Hair Styles

CHEVRON: A mustache that covers your entire top lip

GOATEE: A small beard that elongates the chin

CIRCLE BEARD: A chin patch and a mustache that forms a circle

VAN DYKE BEARD: A full goatee with detached mustache

SHORT BOXED BEARD: A short beard with thin, neatly trimmed sides

BALBO BEARD: A beard without sideburns and a trimmed, floating mustache

3-DAY STUBBLE BEARD: A closely trimmed beard that simulates 3 days of stubble

LODD appendix.pdf

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NORMAN POLICE DEPARTMENT

LINE OF DUTY DEATH OR INJURY - BENEFITS AND ASSISTANCE SUMMARY

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NORMAN POLICE DEPARTMENT

The following are potential benefits and/or assistance that may be available to the surviving family of a fallen Norman Police Officer. Some benefits may also be available to an injured officer and his or her family. The specific amounts of cash payments are not listed because they are subject to change. However, contact information is provided so the current payment may be ascertained.

I. Worker's Compensation

Workerôs compensation benefits are payable to the beneficiaries of the fallen officer or to an officer injured in the line of duty.

Contact information: The City of Norman City Attorneyôs Office will provide specific information. They can be contacted at telephone number **405.366.5423**.

II. City of Norman Life Insurance

The City of Norman provides basic life and accidental death and dismemberment insurance for every employee. The death benefits are payable to the beneficiaries named on the insurance enrollment documentation and dismemberment is payable to the employee. In addition to the basic coverage some employees are enrolled in optional coverage insurance.

Contact information: The City of Norman Personnel Office will provide specific and current benefits. The can be contacted at telephone number **405.366.5482**.

III. Oklahoma Police Pension and Retirement System

The Oklahoma Police Pension and Retirement System may provide payments to the beneficiaries upon the death of a member or retired member of the system. Additionally, the system may pay a disability benefit to a member who incurred a permanent total disability or a permanent partial disability while performing the duties of a police officer provided the officer has complied with the conditions as set forth in the statutes. See Title 11, Oklahoma Statutes, Chapter 1, § 50-113 through 117 for specific details of these benefits.

Contact information: Oklahoma Police Pension and Retirement System at telephone number **405.840.3555**.

IV. Social Security

The United States Social Security may provide benefits for members or their beneficiaries in case of death or disability of the member.

Contact information: The City of Norman Personnel Office at telephone number **405.366.5482** or the Social Security Office a telephone number **405.799.0702** or **800.772.1213**.

V. Public Safety Officers' Benefits Program (PSOB)

Federal statute may provide the following benefits:

- A one-time death benefit to the survivors of a public safety officer who is killed in the line of duty
- Payments to officers who are permanently or totally disabled due to an injury sustained in the line of duty
- Education benefits to dependants of public safety officers who are kill or disabled in the line of duty.

Forms will be completed by the Norman Police Department and forwarded to the U.S. Department of Justice for processing and payment. Exclusions to this benefit would come if there was

misconduct on the part of the officer, intoxication, performing duty in a grossly negligent manner, or if claimant was a substantial contributing factor to the death of the officer. If the documentation is submitted in order, payment of this benefit can be expected within 90 days. See 42 U.S. Code 3796 for specific details of this benefit.

Contact information: The Claims Examiner of the Public Safety Officersô Benefit Program at telephone number **888.744.6513** or **202.307.0635**. They can also be reached at FAX number 202.616.0314 or on the web at http://www.ojp.usdoj.gov.bja. (Go to special programs and to PSOB). The street address is:

Bureau of Justice Assistance
Special Programs
Public Safety OfficersôBenefits Program
810 7th Street, N.W., 4th Floor
Washington, DC 20531

VI. State of Oklahoma Victims Compensation Program

Injured victims, including police officers, or dependents of deceased victims may be eligible to receive payment from the Oklahoma Crime Victims Compensation Board for medical expenses, income loss, replacement services and funeral expenses resulting from the crime.

Contact information: The process for this benefit begins by contacting the victim/witness coordinator at the Cleveland County District AttorneysôOffice at telephone number **321.8268.**

VII. City of Norman Payroll

The City Of Norman provides payment of the following funds to the survivors of deceased officers:

A. The unused portion of the officers accrued compensatory time
B. The unused portion of the officers accrued vacation leave
C. The unused portion of the officers accrued sick leave, not to exceed 720 hours

Contact information: City of Norman payroll officer a telephone number **366.5372.**

VIII. Personal Life Insurance

Claims for insurance benefits available though private personal life insurance are filed by the family. The Norman Police Department will provide whatever assistance is deemed by the family and the Department to be appropriate in these matters. A complete list of insurance companies and individual policy numbers should be maintained by the family to help ensure that the maximum benefit is obtained. Additionally, policies that may be an added as a benefit of credit cards, bank accounts, or memberships in other organizations should be examined.

Contact information: The officersôinsurance company(s) name, agent(s), policy number(s) and/or other providers of benefits.

IX. Fraternal Order of Police (FOP)

The Fraternal Order of Police, Oklahoma and Norman Lodges, provides a one-time death benefit payment to the beneficiaries of a deceased member. Additionally, the FOP provides members with a publication used to record personal information such as insurance agents and policy numbers, credit card numbers and other assets. This information saves time and stress if it is needed.

Contact information: The first point of contact is the Norman Fraternal Order of Police, Lodge secretary.

X. Veterans Administration Benefits

The United States Veterans Administration may provide disability or death benefits to officers who are eligible veterans. In addition, the officersô dependents may be eligible for education benefit. Some of the benefits that may be available to eligible veterans are:

- Death Pension
- Funeral Expenses
- National Service Life Insurance
- Servicemenôs Group Life Insurance (SGLI) or Veteranôs Group Life Insurance (VGLI)
- Interment or Burial Plot Allowance to include an American Flag and Headstone and Marker

Contact information: The United States Department of Veterans Affairs, Benefits and Claims Office can be contacted at telephone number **800.827.1000.** The web site is: http://www.va.gov (go to benefits)

XI. Education Benefits for Dependent Children (Oklahoma)

Dependent children of Oklahoma law enforcement officers killed in the line of duty may attend any Oklahoma state university or college tuition and general enrollment fee free. This provision is explained in Title 70, Oklahoma Statutes, Chapter 50, Article II, § 3218.7.

Contact information: Beneficiaries who want to take advantage of this benefit should contact the financial aid office of the Oklahoma state university or college they wish to attend.

XII. Concerns of Police Survivors (COPS)

Concerns of Police Survivors, Inc. provides resources to assist in the rebuilding of the lives of surviving families of law enforcement officers killed in the line of duty as determined by Federal criteria. Furthermore, COPS educates the public of the need to support the law enforcement profession and its survivors. COPS is a non-profit tax-exempt organization and receives substantial grant support from the Bureau of Justice Assistance, Office of Justice Programs, U. S. Department of Justice. The organization is closely associated with the National Law Enforcement Officers Memorial and National Police Week activities in Washington, DC. All voting members of the COPS National Board are survivors of officers killed in the line of duty.

Some of the benefits that may be available from COPS include:

- COPS Education Scholarships for surviving children
- National Police Survivors Seminars
- COPS Kids counseling for dependant-aged children of officers killed in the line of duty

COPS can provide invaluable resources and assistance in obtaining due benefits. COPS maintains a state by state list of benefits available to survivors of officer killed in the line of duty on their web site.

Contact information: Contact the National COPS at telephone number **573.346.4911** to ascertain the contact person and telephone number for the Oklahoma Chapter or the regional representative. COPS can also be reached at FAX number 573.346.1414 or e-mail at: cops@nationalcops.org. The web site is: http://www.nationalcops.org.

XIII. National Law Enforcement Officers Memorial

The National Law Enforcement Officers Memorial was dedicated in 1991 by President George Bush. It honors all of Americaôs federal, state and local law enforcement officers. Inscribed on the

Memorialôs blue-gray marble walls are the names of more than 14,000 officers who have been killed in the line of duty, dating back to 1794.

Each year, during Police Week, thousands gather at the Memorial to salute all of Americaôs law enforcement heroes, past and present. Special tribute is given to the officers who have lost their lives in the line of duty. The annual new additions are formally dedicated during this ceremony.

The Norman Police Department is responsible for submitting the name of its fallen officer for inclusion in the Memorial.

The Memorial is located at 400 E. Street N.W. in Judiciary Square and is open 24 hours a day. The visitors center is located at 605 E. Street N.W. and is open 7 days a week.

Contact information: Contact the Memorial at telephone number **202.737.3400.** Additional information, individual name searches and name submission can be made at the web site: http://www.nleomf.com.

XIV. Oklahoma Law Enforcement Officers Memorial

The Oklahoma Law Enforcement Officers Memorial was dedicated on May 15, 1969, and is believed to be the oldest state Memorial in the United States. The Memorial is sponsored by a committee of six state law enforcement organizations including the Association of Oklahoma Narcotics Enforcers (A-ONE), the Oklahoma Association of Chiefs of Police (OACP), the Oklahoma Sheriffs Association, the Oklahoma Sheriffs and Peace Officers Association, the Oklahoma State Lodge of the Fraternal Order of Police, and the Oklahoma State Troopers Association.

New names are dedicated and added at the memorial service each year during Police Week. Almost 600 names are currently inscribed on the walls of the Memorial.

The Norman Police Department is responsible for submitting the name of its fallen officer for inclusion on the Memorial.

Contact information: Oklahoma Sheriffôs and Peace Officers Association at telephone number **405.672.5522.** The Memorial is located on the west lawn of The Department of Public Safety State Headquarters, 3600 N. M.L. King Avenue, Oklahoma City, OK.

XV. Other Social and Fraternal Organizations

The following is a list of social and fraternal organizations that may provide death or disability benefits for their members:

- The Military Order of the Purple Heart
- The Knights of Columbus
- Fraternal Order of Eagles
- National Guard
- National Sheriffs Association
- National Rifle Association (NRA)

XVI. Documentation Necessary for Application of Benefits

The following documentation may be needed to apply for the various benefits and assistance:

A. Marriage license: May be obtained from the court clerkôs office in the county where the marriage was performed.

B. Certified copy of death certificate: Oklahoma death certificates may be obtained from the Oklahoma Department of Health, P.O. Box 53551, Oklahoma City, OK 73152 or telephone number **405.271.4040.** There may be a search fee for the certificate.

C. Certified copy of minor child/children birth certificate*:* Oklahoma birth certificates may be obtained from the Oklahoma Department of Health, P.O. Box 53551, Oklahoma City, OK 73152 or telephone number **405.271.4040.** There may be a search fee for the certificate.

D. W-2 Earnings statements for the current and possible immediate past year: A copy of the previous tax year W-2 statement will suffice. If one cannot be located, a copy can be obtained from the City Of Norman Payroll Office at telephone number **366.5372.**

XVII. Peer Support Unit (PSU)

PSU personnel are trained Department employees and non-employees who respond to any critical incident to provide approved support and intervention services to Department personnel and their immediate families. Services include but are not limited to one-on-one peer counseling and a variety of logistic services during funerals or other critical incidents.

Contact information: Contact the Chief of Police PSU supervisor or coordinator

Inspections.pdf

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Norman Police Department

Monthly Inspection Report

MONTH										
OFFICER										
DATE COMPLETED										
VEHICLE										
Unit #										
Year/Model										
Service Date										
Cleanliness										
Tires/Wheels										
Vehicle Lights										
Spare Tire										
Oil Level										
Computer/GPS Puck										
Unit Radio										
Unit Camera										
Siren / P.A.										
Emergency Lights										
Spot Light										
Radar/Tuning Forks										
Lidar										
Rifle/Shotgun Rack										
First Aid Kit										
Trauma Kit										
Overdose Kit										
CPR Mask/Goggles										
Blanket										
Gloves, Hand Gel										
Spit Hood										
Yellow Rope										
Traffic Vest										
Fire Extinguisher										
Flares / Turbo Flares										
Traffic Cones										
Pry Bar *										
Broom *										
Roller Tape										
Chalk/Paint										
Crime Scene Tape										
Fingerprint Kit										
TI/CIRT Camera										
Stuffed Toy										
PERSON										
Date Completed										
Personal Appearance										
Uniform, Belt, Boots										
Audio/Video Camera										
Police Radio										
O.C. Spray										
ASP Baton										
Taser										
Weapon Lights										
Handgun & Ammo										
Long Gun & Ammo										

Use a checkmark if the item meets standards
Use "N/A" if the item is not present, unavailable, or does not apply
Use "B/S" if the item is below standards
Use "O/S" if the item is out of service or broken

Employee Exposure Report - Chemicals.pdf

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CITY OF NORMAN Employee Chemical Exposure Report

Complete form and return to the Safety Manager, within 24 hours of exposure

Do Not use for Bloodborne Pathogen Exposure. Use OSDH form 207 in BBP Policy

Last name:_____ First Name:_____ Middle Initial:_____

Department: _____ Title: _____ SSN: _____

Date/Time of Exposure:_____

Duration of Exposure:_____

Location of Exposure

Chemical / Hazardous Substance Name(s):_____

Chemical Abstract Number(s) - (CAS):_____

Trade and/or common name(s) of chemical(s) or hazardous substance(s):_____

_____

Type of exposure (e.g. inhalation, ingestion, contact) (If contact, what body part was involved?)

_____

How did exposure occur? (Use additional sheet if necessary):_____

_____

_____

_____

Was personal protective equipment available? Yes____ No

Was personal protective equipment used? Yes____ No

If personal protective equipment was used, what type(s)?_____

Did employee receive training/instructions prior to exposure? (Explain)_____

_____

Were any symptoms present at time of exposure? Yes____ No____

If so, describe (attach physician's report, if applicable):_____

_____

Severity of exposure: First Aid____ Medical Treatment____ Unknown____

Describe:_____

_____

_____

Did employee lose time from work? Yes____ No____

Estimate of lost time:_____

Were other employees exposed? Yes____ No____

If so, list names & SSN (use additional sheet if necessary):_____

_____

_____

_____

List suggestions to prevent reoccurrence: _____

_____

_____

_____

_____

_____

_____

_____

(exposed employee's signature & today's date)

_____

(Supervisor's signature + print/type name of Supervisor)

HIV-Communicable Disease Risk Exposure Report.pdf

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INSTRUCTIONS
Oklahoma State Department of Health
Communicable Disease Risk Exposure Report

This report form was developed to initiate a system of notification for risk exposures occurring outside of a health care facility to health care workers, emergency responders, and funeral workers as specified by the Oklahoma State Department of Health OAC 310:555. This report and all information entered on it are to be held in strictest confidence to conform with 63 O.S. Supp. 2001, Section 1-502.1 et. seq.

Note: For questions regarding the handling of ODH Form 207, call 405/271-4636.

PART I: Exposed Worker Section

Questions 1-13 are to be completed by the exposed worker, immediately following the injury.

11: Describe exposure in detail. Include information regarding type of exposure, body part affected, type of body fluid involved, duration of exposure, etc.

13: List the facility where the source patient was taken. This will be the facility that is responsible for testing the source patient.

Questions 14-19 are to be completed by Employer's Designee, immediately following the injury.

Questions 20-22 are to be completed by a Licensed Health Care Professional. (MD, DO, RN, PA,).

Routing:

A. If the Licensed Health Care Professional determines that the exposure does not have the potential for transmission of a communicable disease, the form should be returned to the Employer's Designee.

B. If the exposure does have the potential for transmission of a communicable disease, the ***Yellow*** copy should be mailed ***immediately*** to the OSDH HIV/STD Service (use gray, self addressed, metered envelope).

The ***Green*** copy, a gray metered envelope and instruction page are to be delivered ***immediately*** to the designated person (usually the Infection Control Practitioner) at the health care facility to which the source patient was transported; to the attending physician, if the source patient was being cared for outside of a health care facility; to the health care provider who last had responsibility for the deceased source patient; or to the medical examiner.

PART II: Source Patient Health Care Provider Section

Questions 23-38 are to be completed by the Health Care Provider who is responsible for testing the source patient.

32. Rapid HIV testing has become a valuable tool used to quickly determine the need for initiation and/or continuation of PEP meds for the exposed person. When a rapid HIV test is performed on the source patient, communication of these results should not be delayed. The results should be **immediately** communicated to the physician/provider who is providing post-exposure counseling and follow up and is listed on page 1, q. 17-19.

    Please note that as other source results become available, these should be released to the Provider listed on page 1, q. 17-19.

Routing:

A. The Health Care Provider should complete Part II and mail the completed green form to OSDH HIV/STD Service immediately using the gray, self-addressed, metered envelope.

PART II: Source Patient Health Care Provider Section *(Please Print)*

23. Date and time Communicable Disease Risk Exposure Report received: (Mo./Day/Yr.) _____/_____/_____ Time: _____AM or PM (Circle One)

24. Person completing Part II: _____
(Last) (First) (Title)

25. Institution (name): _____ Business Phone: (_____)_____

Source Patient Information

26. Birth date: (Mo./Day/Yr.) _____/_____/_____ 27. Sex: ☐ **Male;** ☐ **Female**

28. Primary Diagnoses: _____

29. Was the source patient found to have any potentially communicable disease(s), such as hepatitis B, hepatitis C, HIV, TB, meningococcal disease, or others? ☐ **Yes** ☐**No**

30. If yes, specify: _____

31. Does the source patient have clinical evidence of AIDS or symptoms of HIV infection or acute retroviral syndrome?☐**Yes;** ☐ **No;** ☐**Unknown**

Source Patient Test Results

32. Rapid HIV test: ☐**Positive;** ☐**Negative;** ☐ **Indeterminant** Test Date: (Mo./Day/Yr.) _____/_____/_____ ☐**Not Done**

Note: IMMEDIATELY report Rapid HIV results by phone or fax to the Provider listed on page 1, q. 17-19. As other test results become available, these are also to be released to the Provider listed on page 1, q. 17-19.

33. HBsAg: ☐**Positive;** ☐**Negative** Test Date: (Mo/Day/Yr.) _____/_____/_____ ☐ **Not Done**

34. anti-HCV: ☐**Positive;** ☐**Negative** Test Date: (Mo/Day/Yr.) _____/_____/_____ ☐ **Not Done**

35. HIV: ☐**Positive;** ☐**Negative;** ☐**Indeterminant** Test Date: (Mo/Day/Yr.) _____/_____/_____ ☐**Not Done**

36. Other: Name of Test:_____ Test result: _____ Test Date: (Mo./Day/Yr.) _____/_____/_____

Note: Source results may be released to the source patient; the exposed person; the exposed person's physician/provider or OSDH per OAC 310:555.

37. Date results released to Provider: (Mo/Day/Yr) _____/_____/_____ 38. Date mailed to OSDH: (Mo./Day/Yr.) _____/_____/_____

When Part II is completed, mail immediately to the OSDH HIV/STD Service using the gray, self-addressed, metered envelope.

Part III: OSDH Section (*Please Print*)

Date Report Received: (Mo./Day/Yr.) _____/_____/_____ Person Completing Part III: _____
(Last) (First)

OSDH Division:_____

Follow-Up Action: _____

_____

_____

_____

_____

_____

_____

Communicable Disease Risk Exposure Report

The filing of this report initiates a system of notification for risk exposures occurring outside of a health care facility to health care workers, emergency responders, and funeral workers as specified by the Oklahoma State Department of Health OAC 310:555. This report and all information entered on it are to be held in strictest confidence in conformance with 63 O.S. Supp. 2001, Section 1-502.1 et. seq.

PART I: Exposed Worker Section ***(Please Print)***

1. Employee Name: _____ 2. Birth date: _____/_____/_____
(Last) (First) (MI) Mo. Day Yr.

3. Home Telephone: (_____)_____ 4. Profession/Job Title:_____

5. Employer/Company Name:_____

6. Work Address/Telephone: _____ (_____)_____
(Street) (City) (Zip) Telephone

7. Number of hepatitis B vaccinations previously received: ☐ **None;** ☐ **1;** ☐ **2;** ☐ **3**

8. Date of Exposure: (Mo./Day/Yr.) _____/_____/_____ 9. Time of Exposure: _____AM or PM (Circle One)

10. Supervisor's Name/Telephone: _____ (_____)_____
Telephone

11. Description of Exposure: _____

_____

_____

12. Source Patient Name: _____
(Last) (First) (M.I.)

13. Location of Source Patient (include name of facility, address and phone number): _____

_____

To Be Completed By Employer's Designee

I have reviewed the circumstances and management of this incident and verify that the appropriate follow-up (according to our agency Exposure Control Plan) is being attempted in order to identify or prevent the transmission of communicable diseases to which the employee may be at risk as a result of this exposure.

14._____ 15. _____ 16. _____/_____/_____
Name & Title (Print) Signature Mo. Day Yr.

Post-exposure counseling and follow-up will be provided to this employee by:

17. _____ 18. (____)_____ 19. (____)_____
Provider's Name Provider's Telephone Number Provider's Fax Number

---

To Be Completed by A Licensed Health Care Professional (MD, DO, RN, PA,)

In my professional judgment, this ☐ **was** ☐ **was not** a mucosal, percutaneous or respiratory exposure that has the potential for transmission of a communicable disease, such as hepatitis B, hepatitis C, HIV, TB or meningococcus.

20. _____21. _____22. _____/_____/_____
Name & Title (Print) Signature Mo. Day Yr.

For consultation regarding exposures and PEP meds: PEP Hotline 1-888-448-4911

Note: If this exposure does not warrant medical follow-up, please return the form to the *Employer's Designee* and indicate to that individual why no follow-up is required.

If this is an exposure that warrants medical follow-up, the ***employer*** **shall handle the report accordingly:**

A. ***Yellow*** copy to be mailed ***Immediately*** **to the OSDH HIV/STD Service (use gray, self-addressed, metered envelope) at 1000 N.E. 10, OKC, Ok 73110**

B. ***Green*** copy, a gray metered envelope and instruction page to be delivered ***immediately*** to the designated person (usually the Infection Control Practitioner) at the location of the source patient.

Collar Brass.pdf

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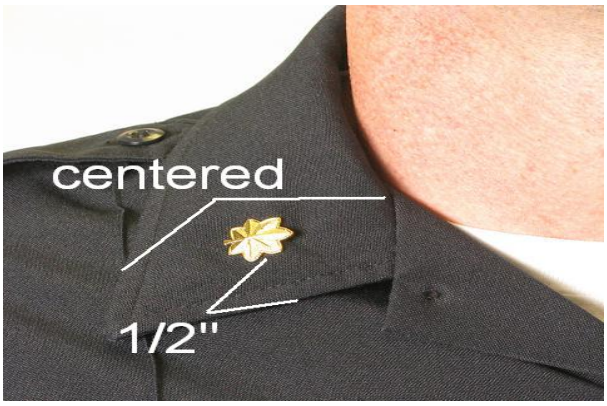
COLLAR PIECE ILLUSTRATION



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1/2''
1/2''

Norman Police Department Policy Manual

FMLA Form H.pdf

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