

PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

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## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1010  
**TOPIC:** WRITTEN DIRECTIVE SYSTEM  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-24-00  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department has established a written directive system to help guide, inform, direct, clarify, and document department procedures and activities. The written directive system is designed to be an informative resource for agency employees.

### II. PROCEDURE

A. The following documents comprise the written directive system:

1. General Orders: Define department policies, procedures, rules and regulations. General orders are compiled into a reference manual and distributed to agency personnel.
2. Personnel Orders: Announce changes in personnel assignments and any additions or deletions to the agency staff.
3. Special Orders: Define procedures, duties, and activities that are applicable to a specific segment of the department.
4. Training Updates: Inform agency personnel of recent changes or modifications in department General Orders, city or state laws, procedures, or provide instructional information.
5. Standard Operating Procedure Manuals: Outline procedures for specific department units.

B. General Orders, Personnel Orders, and Special Orders are approved and issued by the chief of police or his designee. All orders are in effect unless otherwise cancelled or revised.

C. Training Updates are in effect for a period of two years, after which time they must be deleted, reissued, or incorporated into General Order.

D. S.O.P. Manuals are the responsibility of the unit supervisors who are required to maintain and review the document on an annual basis.

E. Employees shall familiarize themselves with all written directives issued to them and those pertaining to their assigned unit.

F. Distribution of Written Directives:

1. General Orders will be issued to all employees of the police department.
2. Personnel Orders and Special Orders will be posted for review and maintained by the chief of police.
3. The chief of police will maintain master copies of General Orders, Personnel Orders, and Special Orders.

H. Written directives of the Port Orchard Police Department are for internal use only, and do not enlarge an employee's civil or criminal liability in any way. They should not be construed as creating a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting. If any section, subsection, item, clause, or phrase contained in a written directive is found to be illegal, such finding shall not affect the validity of the remaining sections, subsections, items, clauses or phrases of the directive.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS



**NUMBER:** 1020  
**TOPIC:** GENERAL ORDERS MANUAL  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-24-00  
**REFERENCE:**

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### I. POLICY

A reference manual consisting of department General Orders is provided to employees for the purpose of imparting direction, guidelines, and procedural information. The General Orders provided outline limitations and expectations regarding department policies and procedures.

### II. PROCEDURE

- A. The General Orders Manual will be issued to all department employees.
- B. The General Orders Manual is the responsibility of the chief of police or his designate. All issued General Orders, extra copies, indexes, history files, and records of delivery are maintained by the chief of police.
- C. New or revised General Orders will be distributed by the chief of police or his designate, with instructions for page replacement.
  - 1. Supervisors are responsible for completing the distribution check-off sheet indicating employees' receipt of orders, documenting the date of delivery, receiving employees name, and supervisor's initials. Completed receipts are returned to the chief of police for storage.
  - 2. Employees are responsible for maintaining and updating their copy of the General Orders Manual. Supervisors will periodically inspect the manual to ensure compliance.
- D. All employees will read and familiarize themselves with department General Orders. Compliance with General Orders is expected by all employees. If necessary, employees shall consult supervisory personnel regarding the interpretation and application of General Orders.

### E. Policy Review Committee

- 1. A Policy Review Committee exists to ensure that members of the department are involved in the development, and review of General Orders. The committee shall consist of 5 members, approved by the chief of police, representing various ranks and assignments.
- 2. The chief of police or his designate is responsible for coordinating the efforts of the committee, and will serve as its chair.
- 3. Copies of the proposed General Orders will be distributed to committee members prior to the scheduled meeting.
- 4. After reviewing General Order proposals, the committee will forward its recommendations to the police chief for review.
- 5. The chief will review all General Order proposals and make a final decision on issuance of directives.
- 6. A yearly review of all General Orders will be performed by the Policy Review Committee

### F. Public Dissemination of General Orders

- 1. Questions from the public or media regarding interpretation and application of General Orders will be referred to the chief of police.
- 2. All requests for copies of General Orders will be referred to the chief of police.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS



**NUMBER:** 1025  
**TOPIC:** MISSION STATEMENT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00  
**REFERENCE:**

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### Our Mission

The mission of the Port Orchard Police Department is to work in partnership with the community to protect life and property and to enhance the quality of life in our city through proactive problem solving, fair and equitable law enforcement, and the effective use of resources.

### Our Values

- Our employees are our most valued resource. We value each employee's contribution to the effectiveness of our organization and their participation in the decision making process. We strive to provide opportunities for individual achievement, personal growth, professional development, and recognition of our employees.
- We are committed to a standard of excellence in our profession. We pursue the highest levels of achievement, professionalism, and quality in the services we provide to our community.
- We strive to maintain the highest levels of integrity, ethics, and morals by adhering to the high standards established in the Police Officers Code of Ethics and the foundations established in the Constitution and the laws of the United States and the State of Washington.
- We are committed to the concept of teamwork. We create positive working relationships through community based problem solving, respect toward citizens and coworkers, unity and purpose, and mutual ownership in our Department and the services we provide.
- We value the sanctity of life and the equitable treatment of all people.
- We value working with our citizens to solve community based problems.
- We serve with pride within ourselves and the community that we serve.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1030  
**TOPIC:** DEPARTMENT ORGANIZATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-24-00; 1-31-05  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department is organized into two divisions: the Support Division and the Operations Division. The department maintains an organizational chart that depicts the structure, a staffing table of personnel assignment, and descriptions for each job title. The major functions of department units follow.

### II. ADMINISTRATIVE DIVISION

- A. Office of the Chief: The chief of police commands the overall operations of the department. The chief receives administrative support from the police commander and the records/evidence manager.
- B. Internal Affairs Unit: Conducts investigations and maintains records concerning employee conduct.

### III. SUPPORT DIVISION

- A. Records Unit: Processes and maintains all case files, reports, criminal history information, and other records.
- B. Training Unit: Coordinates all pre-service and continuing training and career development.
- C. Community Policing: Supports the Community Police Teams by providing training and education to the community on community policing issues. Coordinates the activities of the community policing zones and monitors their activities to ensure desired results from the community policing initiatives of the department
- D. Crime Prevention: Coordinates crime prevention, public relations, community liaison, and public education programs.
- E. Evidence Unit: Maintains custody of all seized evidence.

- F. Property Unit: Coordinates the acquisition and inventory of equipment and supplies.

### IV. OPERATIONS DIVISION

- A. Community Police Teams: A complement of sergeants and officers who deliver all general police services to the public 24 hours a day, including patrol, response to calls for service, investigations, law enforcement, crime prevention, and problem resolution. The department consists of a day shift team, swing shift team, and graveyard team.
- B. Canine Unit: Trains and deploys a canine-handler team to support field operations. Canine handlers are assigned to the Community Police Teams and perform duties of a field officer, but coordination rests within the Canine Unit.
- C. Detective Unit: Provides support and assistance to patrol officers in follow-up investigation. Conducts and coordinates major crime investigations, and specialized investigations.
- D. Reserve Officer Unit: Supports the Community Police Teams by providing additional police personnel through a volunteer program. These volunteers deliver additional general police service to complement the full-time community police officers.
- E. Parking Enforcement/Code Enforcement Unit: Provides parking enforcement and some police related code enforcement to the community. Supports the Community Police Teams by providing traffic direction, transports, parking enforcement, code enforcement, and other duties as requested.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1040  
**TOPIC:** CHAIN OF COMMAND  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-24-00; 1-31-05  
**REFERENCE:**

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### I. POLICY

A defined system outlining the chain of command has been established to provide employees with direction in matters necessitating command personnel. The command protocol outlined in this General Order will help to clarify authority and supervisory duties in the execution of department operations.

### II. PROCEDURE

A. The order of precedence of commissioned ranks is as follows:

1. Chief of Police
2. Commander
3. Sergeant
4. Officer

B. The chief of police is responsible for the overall management of the department. The chief, or any other command officer, may designate a subordinate to fill his or her duties during an absence. If a specific designation has not been made, the duties rest with the senior member of the preceding rank.

C. Supervisory officers of the same rank will defer to the senior ranking officer for direction. In a situation where a supervisor is not present, the officer with the greatest seniority is considered the ranking officer.

D. Within every rank level of the department, supervisory members have the authority necessary to carry out their duties and responsibilities and are accountable for the use of such authority.

E. Supervisory personnel are responsible for the overall performance of employees under their immediate control.

F. Any supervising officer has the authority to delegate responsibility, make necessary assignments, issue orders, and enforce department policies regardless of the subordinate's area of assignment.

G. Subordinates are required to obey any lawful order issued by a superior, including any order relayed from a superior by an employee of the same or lesser rank. This applies to the subordinate even if they are not normally under the supervisor's direct command.

H. If a subordinate receives an order that is in conflict with a previous order he will inform the supervisor of the previous command. The supervisor is responsible for determining if the first or second order will prevail.

I. At no time is a subordinate to obey an order from a superior that they know to be unlawful.

J. Employees are accountable to only one supervisor at a given time.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1045  
**TOPIC:** PERSONNEL CALL OUT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-19-03; 5-01-00; 1-31-05  
**REFERENCE:**

I. POLICY

There will be times when additional officers or specialized personnel will be needed to handle an incident. In addition, the chief of police must be notified of serious incidents occurring within the city. The purpose of this policy is to direct the order of special call-outs of personnel.

II. PROCEDURE

A. Emergency need for additional personnel:

1. The on-duty supervisor should be notified of the need for additional personnel. It will then be the decision of that supervisor as to what additional resources are necessary, including the use of the detective.
2. The on-duty supervisor will make the necessary call-outs or shall designate someone to make the call-outs needed for the incident.
3. If no supervisor is on duty, the supervisor that was last on-duty should be contacted. If that supervisor cannot be reached, the supervisor that is due to come on-duty next should be contacted. If contact is still unsuccessful the police commander should be contacted and if still unsuccessful, the chief of police.
4. It will then be the decision of that supervisor as to what call-out arrangements should be made.

B. Non-emergency calls to supervisors: when a supervisor is not on-duty but is needed to answer questions or respond to the need of officer:

1. The supervisor that was last on-duty should be contacted.
2. If that supervisor cannot be reached, the supervisor that is due to come on-duty next should be contacted.
3. If contact is still unsuccessful the police commander should be contacted, followed by the chief of police.

C. Notification of the chief of police

1. Notification should be made to the chief of police as soon as practical should any of the following incidents occur:
  - a. Anytime an on-duty officer suffers an injury that requires medical treatment.
  - b. Commercial robberies where a firearm was displayed or shots were fired or someone was injured.
  - c. Robberies of a person where a firearm was displayed and someone was injured or shots were fired.
  - d. Commercial burglaries in progress where arrests were made or someone was injured.
  - e. Serious felony assaults involving firearms or where someone was injured severely.
  - f. Incidents involving hostages or standoffs involving firearms.
  - g. Incidents where mutual aid from special units of other police agencies is needed, such as a SWAT call.
  - h. Any police use of lethal force or non-lethal force that results in injury requiring hospitalization or death.
  - i. Discharge of a police firearm in incidents outside of training events or the dispatching of animals.
  - j. Serious motor vehicle accidents where death occurred or is likely to occur.
  - k. Acts of natural disaster or fire that results in death or the likelihood of death or results in the opening of the Emergency Operations Center.
  - l. Motor vehicle pursuits that result in crash and injury.
  - m. Incidents involving public officials or persons of political influence.
  - n. Any other time where it is believed that the information would be beneficial to the chief prior to the next business day.
2. After hours notification to the chief should first be by home phone and then cell phone.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1050  
**TOPIC:** JURISDICTION AND MUTUAL AID  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01; 1-31-05  
**REFERENCE:**

I. POLICY

In order to avoid duplication of services and clarify roles, the major law enforcement agencies with jurisdiction in the City of Port Orchard have agreed on basic issues of jurisdiction and responsibility. The purpose of this policy is to define the role of the Port Orchard Police Department regarding mutual aid to other law enforcement agencies, concurrent jurisdictions, and interagency agreements. The provision of mutual aid does not expand the legal jurisdiction of Port Orchard police officers.

II. PROCEDURE

A. The primary areas of law enforcement responsibility within Port Orchard and Kitsap County are as follows:

1. Port Orchard Police Department: Within the corporate city limits of Port Orchard as defined by Municipal Code, including lands owned or managed by the City of Port Orchard, even if outside the corporate limits.
2. Kitsap County Sheriff: Throughout Kitsap County.
3. Washington State Patrol: Throughout Kitsap County.

B. Even when another law enforcement agency has primary responsibility, the Port Orchard Police Department will respond on an emergency or mutual aid basis to incidents within Port Orchard or Kitsap County, pending the arrival of that agency.

C. Mutual Aid

1. The Port Orchard Police Department maintains interagency agreements per the 1985 Police Powers Act. Mutual aid agreements are maintained by the records unit.

2. The purpose of the mutual aid agreements is to clarify jurisdiction, responsibility, and to provide assistance to agencies. The agreements outline procedures for requesting POPD assistance, agency responsibilities, joint investigative efforts, cooperative task forces, and the activation of tactical teams.
3. Officers participating in a multi-agency operation will adhere to all Port Orchard Police Department policies and procedures unless otherwise directed by a POPD supervisor.
4. A reserve officer cannot use their reserve police powers outside of the City of Port Orchard, unless on-duty with the Port Orchard Police Department.

D. Outside Agency Call Outs

1. At times, outside agencies will be called into the city jurisdiction to conduct an investigation or assist in an investigation with our department. Examples of cases where other agencies may be asked to assist:
  - a. Traffic fatalities;
  - b. Homicide or other suspicious death;
  - c. Other death cases;
  - d. Officer involved use of lethal or life threatening force; or
  - e. Officer involved collisions.
2. When practical, the determination of which agency to call out shall be made by the Chief of Police or Police Commander unless immediacy dictates otherwise. In the case of officer involved collisions, the shift supervisor on duty shall make the determination based upon response time.

E. Deconfliction

1. At times officers will work investigative leads or cases that could cross jurisdictional boundaries. This is especially true in narcotics cases.

2. Whenever an officer is working any case that involves another jurisdiction, that officer will notify the agency of primary jurisdiction in advance and ensure that the investigation is not being worked by that agency or another agency.
3. In the case of narcotics investigations, the investigating officer shall in addition to D.2 above, also contact both the WestNet drug task force and the Bremerton Special Operations Group to ensure they are not working the same investigation.
4. In the event that there is an overlap of agencies working a particular investigation, our agency will yield our investigation to the agency of primary jurisdiction or to a task force charged with the respective type of investigation. When appropriate and approved by the chief of police and the other agency or task force, a joint investigation may take place.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1060  
**TOPIC:** INSPECTIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 8-1-00; 1-31-05  
**REFERENCE:**

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### I. POLICY

The inspectional process is designed to evaluate the quality and efficiency of department operations, confirm that goals and objectives are being pursued, identify the need for additional resources, and provide information to assist in planning for desired changes.

### II. PROCEDURE

#### A. Staff Inspections

1. Staff inspections involve a comprehensive review of operating procedures specific to an organizational component.
2. Staff inspections will be conducted at least every three years by the police commander for all organizational components.
3. The commander will send written notice to the unit supervisor regarding a scheduled inspection.
4. At the conclusion of the inspection, the commander will submit a written report to the unit supervisor. The report will identify any deficiencies, positive aspects, and recommendations. A copy of this report will be sent to the chief of police.
5. If deficiencies are noted, a follow-up inspection will be conducted to ensure that

changes have been implemented. A written report of the follow-up inspection will be submitted to the unit supervisor. A copy will be sent to the chief of police.

#### B. Line Inspections

1. Line inspections are an activity to ensure that employees are acting in concert with agency requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders.
2. Supervisors are responsible for performing line inspections on a weekly basis.
3. A visual inspection will be conducted of employees' personal appearance and the condition of their equipment during the work shift.
4. Supervisors will monitor the work performance of their employees to determine if they are adhering to department directives and orders.
5. A written report of the inspection is only required if corrective or disciplinary action is needed.
6. Supervisors will follow-up to ensure that corrective action has been taken concerning unacceptable conditions or performance.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1110  
**TOPIC:** LINE UP  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00; 1-31-05  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department conducts an independent briefing session known as "line up" at the beginning of each officer's duty shift. The purpose of this "line up" is for officers to be aware of events, activities, and supervisor orders prior to their shift.

### II. PROCEDURE

#### A. Line Up Attendance

1. Line-up will be an independent function of each employee involving review of both electronic and paper materials.
2. Officers are expected to be at police headquarters by the start of their shift unless officers are required to respond to a call or assist a citizen prior to their arrival at police headquarters.
3. Officers shall arrive at the station properly attired and ready to begin their shift.

#### B. Functions of Line Up

1. Supervisors may use this line-up time to evaluate an officers' readiness to assume their duties.
2. Briefing of personnel regarding daily activity, including major cases, special events, unusual situations, wanted persons, stolen vehicles, and other information.
3. Briefing employees on new written directives.
4. The information to be reviewed includes, but is not limited to:
  - a. Briefing Folder
  - b. Briefing Archives
  - c. Past shifts case reports
  - d. Stolen vehicle lists
  - e. Wanted person lists
  - f. City email
  - g. Past 24 hour call sheet sent by email



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1120  
**TOPIC:** CANINE UNIT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00; 1-31-05  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department canine and canine handler are available to assist officers in detection of drugs. In addition, this policy spells out the procedures to follow when using a tracking canine from another jurisdiction.

II. PROCEDURE

A. Narcotics

1. POPD dogs are trained to detect marijuana and hashish, heroin, methamphetamine and its derivatives, cocaine and its derivatives.
2. The K-9 may be used to search houses, vehicles, luggage, etc. for hidden contraband. All searches must be legally justified.
3. Best results are obtained when the K-9 is allowed to search prior to officers attempting to search.
4. The assisting officer's duties will be directed by the K-9 team.

B. Narcotics Searches for Outside Institutions

1. On occasion, facilities such as schools or detention facilities may request the use of our canine.
2. Prior to use, the supervisor of the canine unit must receive a written request from the institution that includes the following:
  - a. Date and time of search
  - b. Location of the search
  - c. Reason for the search
  - d. Contact person and person in charge at the time of the search
3. After the canine supervisor has approved the plan, he/she will forward the request to the chief of police for final approval.

C. Outside Police Agency requests

1. On occasion outside police agencies will request use of our canine.

2. If the POPD canine officer is on duty, the on-duty supervisor will determine if the officer can be spared from the city to assist. In doing so, the supervisor will weigh the needs of the outside agency with the needs of our department. If no supervisor is on duty, the canine officer will follow the same criteria.
3. If the POPD canine officer is not on duty, the on-duty supervisor will determine the level of the search from the outside agency and whether it outweighs the cost of overtime for the canine officer. While it is our position to assist outside agencies whenever possible, we must first consider our own needs and costs.
  - a. Supervisors shall determine if there are other drug dogs on duty in the county, and;
  - b. Whether the requesting agency has its own drug dog that could be called out.
  - c. If either a or b above is applicable, then the POPD canine will not be used.
  - d. Supervisors shall also consider whether the outside agency could delay their search until the POPD canine officer comes on duty.

D. The Canine Officer shall maintain the following information.

1. Logs of canine activity
2. Canine training records
3. Any other information or reports necessary.

III. PROCEDURE FOR OUTSIDE CANINES

A. When canines are needed from outside agencies for such things as tracking or crowd control, the following should be followed.

B. Call Out

1. When officers are at a crime scene and have determined that an outside agency canine may be necessary they should contact CENCOM to determine if a canine unit can come to the call.

2. If an outside canine is responding, the on scene officer should communicate with the responding canine any information about the scene and the type of crime.

#### C. Tracking

1. Officer Duties at the Scene
  - a. Secure the scene until K-9 arrives.  
Avoid contaminating the area in any way (physical presence or chemical). Do not allow engines on vehicles to run in the immediate area of the scene.
  - b. Keep area clear of foot traffic. In most instances the K-9 will pick up and trail the freshest scent.
  - c. Officers assigned to perimeter coverage should attempt to minimize contamination of area.
  - d. Assist K-9 Team only as requested by the K-9 officer.
  - e. Brief K-9 officer with all known facts concerning the circumstances of the case.
  - f. If clothing or an article the party touched can be located, it should not be disturbed, but pointed out to the K-9 handler.
  - g. When tracking from a vehicle, do not enter the vehicle if possible. If vehicle must be checked, check from passenger side to avoid contaminating exit path of driver.
2. The assisting officer's duties will be directed by the K-9 team.

#### D. Building Searches

1. Duties of Requesting Officer
  - a. Seal the area and avenues of escape as much as possible.
  - b. Do not enter the building and contaminate the area. Keep unauthorized personnel away from the area.
  - c. Provide the K-9 handler with all available information.
  - d. Do not enter the building while the K-9 Team is working unless instructed by the K-9 handler.
  - e. Keep away from all doors and windows.
  - f. Minimize distraction such as lights, noise and radio.

2. The assisting officer's duties will be directed by the k-9 team.

#### E. Scouting

1. Scouting refers to open field searches where the origin of the trail is unknown, but the subject is thought to be hiding in the field.
2. Duties of Officers at Scene:
  - a. Identify and secure perimeter.
  - b. Minimize contamination of the area while awaiting further instructions from the K-9 handler or supervisor.
  - c. Brief K-9 handler upon arrival.

#### F. Crowd Control

1. K-9's may be requested as deterrent in large crowd situations.
2. The K-9 will be deployed only as directed by a POPD supervisor.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1125  
**TOPIC:** SEX OFFENDER REGISTRATION / NOTIFICATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01; 1-31-05  
**REFERENCE:**

I. POLICY

Under Washington State Law, certain sex offenders are required to register with the sheriff's office in the county in which the offender resides. While the Kitsap County Sheriff's Department is responsible for the sex offender registration for Kitsap County, the Port Orchard Police Department will assist in verifying sex offenders within the Port Orchard city limits.

II. PROCEDURE

A. Verification of Sex Offender Residences

1. Kitsap County Sheriff's Department (KCSO) will regularly provide the names and addresses of registered sex offenders.
2. Officers from POPD will be provided the list or portion of the list of registered sex offenders by a supervisor.
3. The assigned officers will make contact at the listed residences and ascertain if the registered sex offender is still a resident of that location and also obtain any other information requested by the sheriff's detective in charge of sex offender registration.
4. Upon completion of the address verification, the officer will document the contact on a sex offender contact sheet with the information from the contact.
5. Upon completion of the report, the sex offender enforcement supervisor will forward a copy of this report to KCSO detective in charge of sex offender registration.

B. Community Notification of Registered Sex Offenders

1. The Port Orchard Police Department will take a proactive stance on the dissemination of registered sex offenders within the city limits of Port Orchard.

2. Sex offender bulletins and media notifications will be made at the discretion of the Chief of Police or his/her designate.
3. The decision on whether to notify members of the public will be made based upon:
  - a. Risk level classification of the offender;
  - b. Whether the offender is considered at risk to reoffend;
  - c. The make-up of the neighborhood where the offender is residing; and/or
  - d. Any other information deemed pertinent by the Chief of Police or his/her designate.
4. When notification shall be made to the general public, the following will be done:
  - a. A press release will be completed and sent to all local media agencies. This release will follow the procedures established under G.O. 1160 (Media Relations).
  - b. A bulletin will be developed by the sex offender enforcement supervisor and will be disseminated to:
    - i. Neighborhood schools;
    - ii. Neighborhood churches;
    - iii. Neighborhood day care facilities;
    - iv. Neighborhood shopping malls or businesses; and
    - v. Residents within 3 square blocks of the offender's residence.
5. Community meetings may be held at the discretion of the Chief of Police.
  - a. The purpose of these meetings will be to notify the residents of the offender and to answer any questions and dispel any misconceptions that may exist regarding the offender and the registration program.

- b. These meetings will be publicized to the neighborhood residents, business owners, school officials, day care workers and others who may be impacted by the offender residing in the area;
- c. The meetings will be conducted by the police commander or his/her designate, the crime prevention officer, and the neighborhood watch coordinator.
- d. The KCSO detective in charge of sex offender registration will also be invited to attend.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1130  
**TOPIC:** CHAPLAINCY PROGRAM  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 4-15-02  
**REFERENCE:** SKFR CHAPLAIN SOP

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### I. POLICY

The Port Orchard Police Department Chaplaincy Program is a cooperative effort involving the South Kitsap County Fire Rescue (SKFR), the police department, and a corps of volunteer chaplains from South Kitsap's faith community. The Chaplaincy Program assists officers by providing counseling, consultation, referral services, and other assistance and comfort to individuals and families in crisis or in need.

### II. PROCEDURE

- A. The chaplain duty shift consists of two consecutive weeks. The first week as Back-up Chaplain, from 0000 hours Monday until 2400 hours Sunday. The second week as Primary Chaplain, from 0000 hours Monday until 2400 hours Sunday.
- B. Each chaplain will be provided with:
  - 1. An identification card;
  - 2. SKFR uniform and badge;
  - 3. SKFR minitor and/or pager.
- C. Management of the chaplain program, selection of the chaplains, and all criteria for selection shall be the responsibility of SKFR.
- D. Officers may request chaplain assistance through CENCOM dispatchers.
- E. Chaplains will serve at the direction of the officer and will not interfere with the officer in the performance of his duties. Some primary areas for the use of chaplains are cases involving alcoholism, death notices, depression, family disputes, fire, the mentally ill, the aged, juveniles, and providing comfort to victims and relatives.
- F. When requesting a chaplain, an officer shall first ensure that the scene is safe for the chaplain to enter. Further, if the officer is leaving the chaplain at a scene without an officer present, he/she shall ensure the scene is safe for the

chaplain to remain alone. In addition, the officer shall make sure that the chaplain is comfortable remaining at the scene alone.

- G. When safety of the scene is questionable, officers may encourage the chaplain and person(s) needing counseling to go to a safe environment, such as a police station, fire station, etc.
- H. Officers may request the assistance of chaplains on calls pertaining to the delivery of emergency messages. Chaplains may accompany the officer when providing notification. Chaplains shall not be used for notification in place of a police officer.
- I. The chaplains will be available to police employees for consultation on personal matters.
- J. Police officers may turn a case over to a chaplain if no enforcement action is needed and there are clearly no indications of violence. An officer may request follow-up activity by the chaplaincy corps, if needed.
- K. The chief of police will designate an employee to serve as the department's liaison to the Chaplaincy Program. This liaison will be responsible to communicate with SKFR regarding any needs or issues of either agency.
- L. Any complaint or procedural problem pertaining to the activity of a chaplain will be directed to the department's liaison officer with a memo describing the incident. Complaints or problems will be referred to SKFR Administration for disposition. The officer originating the memo will be advised of the disposition.
- M. Any chaplain having a complaint pertaining to the conduct of an officer shall contact the lead chaplain who will discuss the incident with SKFR administration. Fire Administration will then contact the department liaison officer, if necessary.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1135  
**TOPIC:** MARINE PATROL UNIT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 6-23-03; 1-31-05  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department maintains a marine patrol program to enable the department to respond to emergencies on the water and to enforce and educate boaters on the rules and regulations surrounding boating. The objective is to increase safety to all who utilize the waters of Port Orchard and the surrounding area.

II. PROCEDURE

A. Authorized Marine Patrol Operators

1. Only POPD officers who have completed a course in Marine Law Enforcement sponsored by the Washington State Parks Department, Washington Criminal Justice Training Commission or other approved institution and have demonstrated basic boat handling skills will be authorized to operate any police marine vessel, unless approved by a marine patrol supervisor during an approved training situation.
2. Other commissioned officers of POPD or other commissioned officers of other jurisdictions may serve as the secondary officer on the police marine vessel.
3. When using officers from POPD as secondary officers, they shall be given basic instruction on boat operation and safety prior to serving in this position.

B. Marine Patrol Officers maintain the following duties as they relate to the mission of the unit.

1. Enforcing all applicable Federal, State and Local laws;
2. Boating While Intoxicated investigation;
3. Boat theft investigation;
4. Boat collision investigation;
5. Search and Rescue on the waterways;
6. Public service by providing aid to boaters and swimmers in distress, providing information and direction, etc.
7. Educating the public on boating safety, boating regulations, etc.

8. Maintaining and caring for the police marine vessels and all other marine related equipment.

C. Rescue Missions on the Water

1. Whenever marine officers are called out to respond to a water rescue where information received indicates that there may be injuries:
  - a. CENCOM will dispatch Fire District 7 to the water rescue. At least one EMT from the fire district will accompany POPD officers on the boat for the rescue call. When the fire district is delayed, marine officers will have to weigh the urgency to respond with the benefits of having EMT response on board.
  - b. When a marine patrol officer has a member of Fire District 7 on board, it is not necessary to have a second police officer on the vessel as is required in all other situations.

D. Safety Requirements

1. All occupants of any POPD marine vessel shall wear an approved flotation vest or coat at all times. This also applies to POPD officers when on other law enforcement marine vessels.
2. All marine vessels shall be equipped with all safety equipment required by state law and any special equipment required for law enforcement marine vessels as prescribed by the state parks commission.
3. Marine vessels shall be operated in accordance with all other department policies and procedures. Collisions involving marine vessels will be investigated according to General Order 1810.

#### E. Civilian Riders

1. Ride-alongs on marine patrol operations will be limited.
2. Marine patrol ride-alongs will be authorized by the chief of police or police commander only.
3. When ride-alongs have been authorized it shall be in compliance with the ride-along guidelines contained in General Order 1140.
4. All ride-alongs shall be instructed on the safety regulations of the marine vessel and wear a personal flotation device at all times on the vessel.

#### F. Junked and Illegally Moored Vessels

1. Marine officers will aggressively check the shorelines and waterways within the city for junked or illegally moored vessels.
2. Any police officer who observes a vessel that they believe is violating moorage regulations or is a junked vessel shall forward that information to a marine patrol officer for follow-up investigation.
3. Marine officers will handle these according to ordinances and Department of Natural Resources regulations.

#### G. Vessel Collisions

1. Boat collisions shall be investigated in accordance with state law and within the reporting requirements of the Washington State Parks Commission.
2. If the report of the collision is made on a dock or at another location on shore and no injuries occurred, a POPD officer shall provide the involved persons a state boat collision form that they must fill out and return to the agency with jurisdiction within 10 days. Officers providing the form shall still obtain necessary data to complete a case report documenting the incident. This case report shall be sent to the marine patrol unit for follow-up to ensure the form is returned as required.
3. Collisions that involve injury or where the boat(s) are still in distress require a marine patrol officer to investigate the collision. If one is not on duty, the on-duty officer shall follow the call-out procedures listed in Section H.
4. Collisions that involve a POPD marine vessel shall be investigated by the marine patrol supervisor immediately after the occurrence. When the collision involves another vessel, or when the supervisor is

operating the vessel at the time of the collision, whenever possible the supervisor shall request an outside agency marine patrol unit to investigate.

#### H. Marine Patrol Officer Call-Out

1. Occasionally an incident will require an immediate response from our marine patrol unit and no marine patrol officers will be on duty.
2. Emergency call out shall be made for emergency rescues or boats in distress or as otherwise outlined in this policy.
3. When such an incident exists, the on-duty supervisor shall notify CENCOM to call in a marine patrol officer. In the absence of a supervisor, the senior officer on duty shall make the contact.
4. The order of officers to be called in shall be based upon the officer who is due to return to work the soonest.

#### I. Maintenance of Marine Patrol Records

1. Officers assigned to the marine patrol unit shall be responsible to keep statistics for all activities relating to the marine unit.
2. The marine patrol supervisor shall be responsible for providing these statistics to the police commander, the chief of police and to the Washington State Parks Commission.
3. Marine patrol officers shall denote all time expended toward marine patrol as such on the department's regular time sheet for tracking by payroll personnel. If the particular marine patrol activities are grant funded, that should also be noted on the time sheet.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1140  
**TOPIC:** CRIME PREVENTION AND COMMUNITY RELATIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-19-03; 7-15-08  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department seeks to promote public safety and public confidence in law enforcement through programs of crime prevention and community relations.

### II. PROCEDURE

A. The following crime prevention and community relations programs are supported by the department:

1. Neighborhood Watch: The department organizes new groups, provides support to the Neighborhood Watch board of directors, maintains records, publishes a newsletter, and maintains liaison with individual groups.
2. Citizen Observer: An internet based program providing citizens with crime prevention information and up to date information on wanted subjects and offenders.
3. Business Watch: The department supports a program for retail and commercial businesses based on the same theme of mutual watchfulness as Neighborhood Watch.
4. Operation Identification: The department provides information for home inventory, assigns and maintains records of identification numbers, and provides training to the public on marking and recording property.
5. Volunteer Program: The department uses unpaid volunteers to assist in community policing, crime prevent, clerical and other duties in the police department.
6. Security Surveys: The department consults with citizens and businesses regarding the physical security of premises.
7. School Resource Officer Program: Uniformed officers are assigned to provide police services to elementary, junior high and high schools, and to serve as resources to teachers and staff.

8. Little League Baseball: The department supports baseball teams for elementary and middle school youths. Police employees may serve as coaches and assistants.
9. Publication of Crime Prevention Materials: The department produces and distributes printed materials and other media concerning all major public safety issues.
10. Speeches and Presentations: The department accepts presentation requests from school, community, and neighborhood groups and organizations.
11. Quality Service Audit: The department maintains a system for surveying citizens who have recently received police services, and providing feedback to officers and management.
12. Annual Report: The department publishes an annual report which includes such topics as mission and goals, organization and personnel, statistical information, and major accomplishments.
13. Participation in Community Groups: The department participates as an active member in issue-oriented committees, and provides liaison to established neighborhood and community organizations.
14. Ride-Alongs: Under limited circumstances, the department allows citizens to ride with officers during their duty shift to enhance their understanding of policing.

### B. Community Policing / Crime Prevention Unit

1. The Community Policing / Crime Prevention Unit provides support services for crime prevention and community relations, such as:
  - a. Curricula, media, and materials;
  - b. Training and technical assistance;
  - c. Scheduling and coordinating programs and requests;
  - d. Liaison with city-wide groups.

2. Although the Community Policing / Crime Prevention Unit coordinates and provides support services for department programs, facilitating crime prevention programs and cultivating positive community relations is a fundamental role of all department units and employees.

### C. Ride-Along Guidelines

1. Although the department views ride-alongs as an excellent opportunity for improving citizen knowledge and participation, the sheer number of requests requires that ride-alongs be limited. Generally, the department will attempt to provide ride-along experiences to:
  - a. Department employees, volunteers, and interns;
  - b. Emergency Communications Center employees;
  - c. Members of other criminal justice agencies.
2. All persons wishing to participate in a ride-along, in accordance with this policy, shall submit a ride-along program application and waiver at least 72 hours prior to the ride-along. Exceptions to the 72 hour requirement may be made by the chief of police.
3. Prior to the ride-along, the ride-along participant and the assigned officer shall complete and sign the orientation check-off sheet.
4. Ride-alongs for study or research and ride-alongs by members of the news media require approval from the chief of police.
5. Requests from large groups, such as classes, cannot be accommodated.
6. No person shall be authorized to ride-along more than once per year. Exceptions may be granted by the chief of police for police officer candidates, civilian personnel, department volunteers, and family members.
7. All ride-alongs must be at least 18 years of age unless specially authorized by the chief of police.
8. All ride-alongs must sign the waiver form. Ride-alongs under 18 must have a parental waiver. All ride-along forms must be completed prior to the ride-along and the completed application and waiver is to be sent to the police commander at the conclusion of the ride-along.
9. The department will maintain all ride-along records for a period of five years.
10. The on-duty supervisor must give final approval for any ride-along, assign the ride-

along to an officer and sign the waiver form. Circumstances such as extreme weather, heavy workload, emergencies, etc., may require postponement of scheduled ride-alongs.

11. Ride-alongs should not exceed four hours.
12. In most instances, only one ride-along per shift will be authorized. Exceptions may be granted by the chief of police.
13. Ride-alongs will only be assigned to full-time officers.
14. All ride-alongs are subject to a criminal records check and must meet the following criteria unless waived by the chief of police:
  - a. Applicant has no felony convictions during the past 10 years;
  - b. Applicant has no misdemeanor convictions during the past 3 years; and
  - c. Applicant is not a suspect in any criminal investigation.
15. Officers who have ride-alongs in their vehicles cannot become involved in pursuits, transporting violent prisoners, or other highly dangerous situations. If officers must become involved in such a situation due to staffing issues, the officer should follow the guidelines set out in #18 below.
16. Ride-alongs are not authorized to physically or verbally participate in any law enforcement process.
17. Non commissioned ride-alongs are not allowed to carry any weapons including knives, pepper spray, or firearms, even if the rider has a valid concealed weapon permit.
18. Whenever an officer believes that circumstances make it necessary for safety, the officer may:
  - a. Instruct the ride-along to remain in the cruiser;
  - b. Drop the ride-along off at a safe location, such as an open business, etc., and arrange for later pickup.

## Port Orchard Police Department Ride-Along Orientation Check-Off Sheet

In order to protect the jurisdiction from potential litigation, the ride-along orientation check-off sheet must be completed, initialed and signed prior to the time of the ride:

Officer: \_\_\_\_\_ Rider: \_\_\_\_\_  
(Printed name) (Printed name)

- \_\_\_\_\_ The rider has been instructed to obey all commands given by the officer.
- \_\_\_\_\_ The rider has been instructed to stay in the patrol vehicle unless otherwise instructed by the officer.
- \_\_\_\_\_ The rider has been instructed to wear the seat-shoulder restraint at all times.
- \_\_\_\_\_ The rider has been informed that if the officer is requested to respond to any potentially dangerous situation, the rider may be let out prior to arrival at the situation, and possible locations have been discussed with the rider.
- \_\_\_\_\_ The rider has been instructed not to engage in any conversation with violators or prisoners other than general courtesies.
- \_\_\_\_\_ The rider has been informed that the officer may terminate the ride at the officer's discretion, at any time.
- \_\_\_\_\_ The ride-along agreement form is signed by the rider and or parent/guardian.
- \_\_\_\_\_ The officer has advised the dispatch center that a rider is in the vehicle.
- \_\_\_\_\_ The rider has been instructed that any information received or actions observed during a ride-along that pertains to specific individuals, and is confidential in nature, shall not be revealed to anyone outside the department without specific authorization from the Department (this would include, but not be limited to: criminal activity, records, medical history, or other sensitive information).

\_\_\_\_\_  
Officer's Signature: Date: \_\_\_\_\_

\_\_\_\_\_  
Rider's Signature: Date: \_\_\_\_\_

**RIDE-ALONG PROGRAM  
CITIZEN POLICY AND APPLICATION  
PORT ORCHARD POLICE DEPARTMENT**

In keeping with its commitment to community policing, the Port Orchard Police Department offers citizens the opportunity to observe police officers at work through the Ride-Along Program. The Ride-Along Program is open to all persons sixteen years of age or older. Persons wishing to participate in the Ride-Along Program must read, complete and sign this form and the liability waiver, before permission is given to become a rider. **If a rider is under the age of 18, a parent or guardian must sign the application and waiver form in the presence of police department personnel or other city official.** The Port Orchard Police Department reserves the right to decline any application to the Ride-Along Program at any time, for any reason.

**RIDE-ALONG PROGRAM REGULATIONS:**

1. All applicants shall read and sign this "Ride-Along Program Policy and Application", and the accompanying "Waiver and Release of Claim".
2. Civilian riders are observers only, and will not, under any circumstances, participate in any law enforcement process. Riders may ask the officer questions about police process after the situation is over, and they have left the scene.
3. As a civilian rider, you must follow all directions given to you by the host officer.
4. Civilian riders will not, under any circumstances, possess weapons of any type while participating in the Ride-Along Program, including, but not limited to, guns, knives, chemical agents or batons. This provision, regarding weapons, will not apply to riders who are full-time, commissioned law enforcement officers for another jurisdiction within the State of Washington, as statewide inter-jurisdictional agreements are in place.
5. Proper attire and grooming are required for all riders. Unacceptable attire includes, but is not limited to, sandals, T-shirts, cutoffs, torn jeans and sweat pants. Careless personal hygiene is also unacceptable.
6. Civilian riders are responsible for their own meal expenses.
7. If a situation develops in which the host officer believes that the rider will be placed at an unacceptable risk of harm, the officer may at his/her own discretion drop off the rider. Where practical, the rider will be dropped off near a pay phone, and may be picked up again by the host officer as soon as possible. The host officer will inform the communications center of the location of the dropped off rider. If a rider is dropped off, the rider may call 911 for further instructions on getting picked up again. It is recommended that the participant bring a cell phone during his or her ride along.
8. If a rider fails to adhere to the conditions of the Ride Along Program, or if the host officer thinks that the rider's presence or actions are impeding the performance of the assigned duties, the host officer has the duty and authority to terminate the ride along, and return the guest rider to the police department.
9. Civilian riders may not participate in the Ride Along Program more than once per year. The Chief of Police has the authority to overrule this provision where deemed appropriate for persons engaged in certain journalism or research projects. The limit on ride alongs shall also not apply to civilian employees of the Police Department, employees of associated dispatch operations, and persons under active consideration for employment by the Port Orchard Police Department as either full-time or reserve police officers.



**Agreement Assuming Risk of Injury or Damage  
Waiver and Release of Claim  
Port Orchard Police Department**

I, the undersigned, have voluntarily asked for permission to ride as an observer in a Port Orchard Police Department vehicle at a time when said vehicle is operated and staffed by a member of the Port Orchard Police Department, and have further requested permission to accompany members of said department during the active performance of their duties;

I acknowledge that the work and the activities of said Department are extremely and inherently dangerous, involving possible risk of personal injury or death, and damage or destruction to property, and that during the ride along I may be exposed to such situations and may be required to act or refrain from acting in ways that could cause injury to me or loss of property;

Therefore, as consideration for the opportunity to participate, I agree as follows:

1. I freely and expressly ASSUME AND ACCEPT THE RISK of and RESPONSIBILITY for any and all injury (which includes death) to me, and loss, damage or destruction to any of my property, that I may suffer during or arising out of the ride-along, or any events relating thereto. This assumption of risk applies regardless of the cause for the injury, loss, damage or destruction, or the person or persons responsible for the cause, and specifically includes injury, loss, damage or destruction caused by the Port Orchard Police Department, their officers, employees, and agents, even if it occurs through the negligence, willfulness, or wantonness on the part of such persons or entities.
2. I RELEASE, AND FOREVER DISCHARGE the City of Port Orchard and the Port Orchard Police Department, their officers, officials, employees, and agents, or the driver or owner of any vehicle owned or operated by, or in the service of the City of Port Orchard and the Port Orchard Police Department, from any and all liability, claims, suits, costs, and attorney fees for any and all injury (which includes death), and loss, damage or destruction to any of my property, that I may suffer during or arising out of the ride-along or any events related thereto. This release and discharge applies regardless of the cause for the injury, loss, damage or destruction, or the person or persons responsible for the cause, and specifically includes injury, loss, damage or destruction caused by the Port Orchard Police Department, their officers, officials, employees, and agents or the property or equipment of such persons or entities, and regardless of whether it occurs through the negligence, willfulness, or wantonness on the part of such persons or entities
3. I agree that if a lawsuit or claim for damages is brought against City of Port Orchard or the Port Orchard Police Department, their officers, officials, employees, and agents, or the driver or owner of any vehicle owned or operated by, or in the service of the City of Port Orchard and the Port Orchard Police Department, on account of injuries to me or damage to my property, I will INDEMNIFY, DEFEND AND HOLD THEM HARMLESS from all such damages and costs of suit, including attorney fees.
4. **I have read this agreement and understand all of its terms and conditions. By signing below I am agreeing to be bound by all of those terms and conditions.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Rider's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(if applicable)

*For Police Department Use Only:*

Date of Ride: \_\_\_\_\_ Police Dept. Approval/Witness: \_\_\_\_\_

(Parent/Guardian signature must be witnessed by a city official).



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1145  
**TOPIC:** SCHOOL RESOURCE OFFICER PROGRAM  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00; 1-31-05  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department recognizes the importance of providing quality police services in schools, since they are vital community institutions serving a large portion of the City's population. School resource officers are assigned to the public primary and secondary schools as resources and providers of police services to their students and staff.

### II. PROCEDURE

#### A. Purposes of School Resource Officers

1. Support a safe environment for learning in schools, by acting as a delinquency prevention resource, and through patrol, law enforcement, and order maintenance.
2. Provide a full range of community-based police services to the communities composed of public primary and secondary schools.
3. Assist in the instruction of criminal justice, career education, ethics, and other topics, upon the request of faculty.
4. Develop positive personal relationships between officers and young.

#### B. Supervision of Program

1. The SRO's assigned schools are considered his or her beat.
2. The day shift supervisor is responsible for the supervision of SROs and programs provided in the school and shall maintain liaison with the principals and management staff of these schools.

#### C. SRO Operational Guidelines

1. SRO's will call in service via radio, and maintain radio contact on their primary dispatch channel as practical.
2. SRO's are equipped a cellular phone and may be contacted by school offices through

these devices when on-duty. However, schools should call the normal emergency or non-emergency numbers at the Communications Center to obtain immediate police services or to have an officer dispatched.

3. If possible, SRO's should make contact at the school offices when on-duty.
4. The SRO shall provide the principals with a basic expected work schedule at least monthly.
5. All curricula used by SRO's within the schools is subject to review and approval by the school administration and faculty.
6. School resource officers are not specifically exempted from any type of investigation or call for service and are expected to handle calls for service on school grounds. There may be occasions when assignment of an alternate officer is necessary, subject to a supervisor's approval.
7. The SRO is responsible for keeping statistics of his/her activity within the schools as requested by the chief of police and provide those statistics to the unit supervisor and chief of police.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1150  
**TOPIC:** EMPLOYEE ASSISTANCE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 7-15-08  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department recognizes that personal problems may affect job performance. The department encourages employees to seek assistance, and shall make an employee assistance program (EAP) available to all employees and their immediate family members.

personal problems or work performance problems;

- b. Mandatory referrals, in which the employee is required to seek EAP services due to job performance problems.

### II. PROCEDURE

#### A. Employee Assistance Program Resources

1. The City contracts with an employee assistance program to provide professional employee assistance counseling services for employees and their immediate family members.
2. Employee assistance program services include initial assessment, counseling, referral to community resources, consultation, and follow-up.

#### C. Mandatory Referrals to EAP

1. Mandatory supervisory referrals may be made only for a job performance problem documented with either an Employee Incident Report or a Personnel Action Report, and may be made by any supervisor or command officer.
2. If an employee disagrees with a mandatory referral, he or she may contact the chief of police, who will review the facts and circumstances to determine if a mandatory referral is justified.
3. When a mandatory referral is made, the employee shall contact a supervisor or the human resources department, or EAP directly within five days to schedule an initial appointment. The employee will be required to sign a release which allows:
  - a. Job-related information to be given to EAP;
  - b. EAP to report the following to the chief of police:
    - (1) The dates of contact with EAP;
    - (2) Verification that the employee is following through with the recommended course of action.
4. The employee must follow through with the supervisor's referral and the recommended course of action. Employees who refuse assistance, do not respond to, or fail to successfully complete the recommended course of action will be subject to disciplinary action for unacceptable job performance.

#### B. Types of Referrals to EAP

1. Referrals to the employee assistance program may be of the following types:
  - a. Self referral by the employee;
  - b. A supervisory referral because of unsatisfactory job performance or employee request;
  - c. Self referral by an immediate family member of the employee.
2. Self Referrals
  - a. Employees are strongly encouraged to seek assistance before their personal problems affect job performance.
  - b. Self referrals have the option of contacting a supervisor or the human resources department, or EAP staff directly.
3. Supervisory Referrals to EAP may be of two types:
  - a. Voluntary referrals, made upon the suggestion of a supervisor due to

#### D. Confidentiality

1. All information given to supervisors and the city human resources department regarding employees' personal problems will remain confidential.
2. Employees should understand that supervisors and the city human resources department are required to report violations of the law and serious violations of department written directives to the chief of police.
3. All information given to EAP will be kept confidential, within statutory guidelines.
4. Client information from EAP may only be obtained with written permission of the employee involved.

#### E. EAP Training

1. All employees will be given an orientation to the services available through the City and EAP.
2. All supervisors will receive training on working with employees with unsatisfactory work performance, when to take disciplinary action, and when and how to refer an employee to EAP.
3. EAP training will be arranged and coordinated by the training unit and may include assistance from EAP and the city's human resources department.
4. Consultation and assistance from the city's human resources department and EAP is available to supervisors involved with an employee with job performance problems. Services include assistance in documenting job performance problems, preparing for a corrective interview, and monitoring job performance after EAP contact.

#### F. Fees

1. Fees for services provided by EAP will be paid for by the City.
2. Neither the City, nor the department will be obligated to pay fees of referral resources beyond EAP, except to the extent that employee health plans provide for insurance coverage.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1155  
**TOPIC:** CRITICAL INCIDENT EMPLOYEE ASSISTANCE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-18-02; 3-16-01; 1-31-05  
**REFERENCE:**

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### I. POLICY

A critical incident is a situation in which an employee is exposed to serious injury or threat, severe stress, or events of a shocking nature. The Port Orchard Police Department will provide immediate professional intervention after critical incidents to minimize stress-related trauma.

### II. PROCEDURE

#### A. Officer Involved Shootings and Use of Force Incidents

1. These procedures will be followed when an officer is involved in:
  - a. A shooting resulting in serious injury or death;
  - b. Other use of force which results in serious injury or death;
  - c. Department operations resulting in serious injury or death.
2. The shift supervisor or on-call supervisor will report immediately to the scene.
3. The chief of police and/or the police commander will report to the scene.
4. The involved officer will be separated from the scene at the direction of the first arriving supervisor.
5. The officer will be afforded time to contact his personal attorney.
6. A peer support officer, not involved in the incident, will be assigned to be with the involved officer.
  - a. The support officer's role is to assist the involved officer.
  - b. He or she will not be involved in the investigation, and should not question the officer about the case or discuss the details of the incident with the involved officer.
  - c. The support officer shall complete an investigative report stating that he or she was assigned as the peer support officer with no further details.
7. The officer shall also be advised of the availability of a chaplain.
8. If the officer's weapon is taken for evidentiary purposes, a replacement shall be provided immediately, unless the officer's emotional condition dictates otherwise, or a criminal offense appears to have been committed by the officer. The weapon should be removed as soon as practical, in private.
9. Names will not be divulged to the media, pending an official information release by the chief of police. Every effort will be made to delay release of the officer's name for 24 hours.
10. The officer will not be permitted to make contact with the suspect/victim or suspect/victim's family, nor to visit a suspect/victim's hospital room, morgue, or autopsy unless directed by the chief of police.
11. Following the initial investigation, the officer will be provided the opportunity to consult family, clergy, or care for personal needs.
12. The chief of police will meet individually with the officers involved within 24 hours. The purpose of this administrative meeting is not to investigate the case, but rather to advise the officer of his or her duty status, assess the need for employee assistance, and resolve other internal personnel matters.
13. The chief of police will order a critical incident stress debriefing.
14. The chief of police may temporarily reassign an officer involved in a critical incident.
  - a. Paid administrative leave is optional at the discretion of the chief of police in cases of non-lethal injuries.
  - b. Paid leave is mandatory, pending administrative review, when death or serious bodily harm results from police action.
  - c. The chief of police will determine the duration of leave.
  - d. It is the goal of the department to get the officer back to duty as soon as possible, even if the duty is limited.

## B. Critical Incident Stress Debriefing

1. A critical incident stress debriefing is a group meeting involving the personnel involved in a critical incident, and staff from a professional employee assistance program (EAP).
2. The purpose of the debriefing is to assist officers in dealing with the psychological and emotional impact of traumatic incidents. The debriefing provides a forum in which personnel can discuss feelings and reactions and thus reduce stress.
3. Critical incident stress debriefing is not a critique. Performance issues will not be discussed during the debriefing unless officers at the debriefing are having difficulties with their own performance.
4. All debriefing discussions will be strictly confidential.
5. Several types of debriefings may be conducted depending upon the circumstances of a particular incident. These may be one-on-one or in small groups of no more than 25. The following types of debriefings, singularly or in combination, are most common:
  - a. Initial Defusing: Conducted shortly after the incident. Primarily an informational update and status report on the incident and related injuries. A brief review of stress-related symptoms will be provided by a professional counselor.
  - b. Formal Debriefing Meetings: Conducted within 72 hours of the incident. Confidential non-evaluational discussion of involvement, thoughts, and feelings resulting from the incident. Also discussion of possible stress-related symptoms.
  - c. Follow-Up Debriefing: Conducted weeks or months after the incident to deal with delayed or prolonged stress symptoms.
  - d. Individual Consultation: One-to-one counseling for any concerns related to the incident made available as needed.

## C. Initiation of Critical Incident Stress Debriefing

1. The department will provide debriefings to officers involved in:
  - a. Shootings and use of force incidents described previously.
  - b. Other traumatic incidents, such as:
    - (1) Serious injury or death of an officer or other emergency personnel on the job, or exceptionally "close calls;"

- (2) Disasters involving multiple deaths and injuries;
- (3) Suicide of a department employee;
- (4) Incidents involving police officers taken as hostages;
- (5) Death of a child or serious violence to a child;
- (6) Incidents that attract extremely critical media coverage;
- (7) Any other incident charged with extreme emotion.

2. Supervisors are responsible for identifying significant incidents qualifying for debriefing, including incidents in which a critical incident stress debriefing is:
  - a. Required by the previous provisions of this General Order;
  - b. Warranted, in the opinion of the supervisor;
  - c. Suggested by those involved in the incident.
3. Individual employees may also request a debriefing.
  - a. All requests will be made in writing to the chief of police through a supervisor.
  - b. Any employee who feels a need for an individual, confidential debriefing may contact an EAP provider.
4. The supervisor shall request the debriefing as soon as possible by contacting the chief of police.
5. The chief of police makes the final determination in all requests.
6. The chief of police or his/her designate will schedule the debriefing within 72 hours, and will notify officers, their attorneys, EAP staff, and the legal advisor.
7. All officers involved directly in the incident are required to attend, except attendance is optional for any officer who is the subject of an investigation which may result in criminal charges.

## D. Critical Incident Stress Debriefing Procedures

1. Location
  - a. Debriefings may be conducted anywhere that provides ample space, privacy, and freedom from distractions.
  - b. Participants will be out-of-service and radios off.
2. The Debriefing Team will consist of professionals in stress-related counseling. A department employee may be assigned to assist the team as needed with administrative needs.

3. Follow-up meetings with EAP personnel may be scheduled by the chief of police as needed to assess progress of the employee. Individuals may also schedule follow-up meetings.

#### E. Relieving Personnel From Duty

1. Supervisors may recommend that officers go out-of-service temporarily. This may include allowing officers to determine for themselves when they are ready to return to service during the shift.
2. The officer may decide that he or she cannot return to duty, or the professional counselor may recommend relief from duty for the balance of the shift. If this is the case, the shift supervisor will be responsible for making appropriate arrangements.
3. Under no circumstances is such action to be construed as critical or negative. Personnel taken out of service deserve the same consideration as an injured officer.

#### F. Peer Support Officers

1. Volunteer peer support officers will receive training on their responsibilities.
2. The officer involved in a critical incident may select a peer support officer, and the supervisor will contact him or her for assistance.
3. Peer support team members shall maintain strict confidentiality in matters discussed in peer debriefings or peer support meetings. Any statement of discussion with peer support team members while acting in his/her peer support role shall remain confidential. Members of the peer support team are also employees of the police department and therefore are bound under certain laws to report the following incidents if they are divulged. The exceptions to the confidentiality rule are as follows:
  - a. There is reason to believe a peer presents a danger to himself/herself or others (i.e. threats or actions toward suicide, homicide);
  - b. There is a strong belief that a peer has committed a felonious act.
4. Participants will be advised of the confidential nature of each meeting and the exceptions to the rule at the beginning of each and every meeting and debriefing.
5. Peer support team members becoming aware of any exception will discuss the exception only with the chief of police in accordance with the circumstances.

6. The peer support team is not an investigative unit of the police department, therefore it will not be the policy of this department to interfere with, nor question peer support team members or any other participant involved in a peer support team debriefing of a critical incident, concerning the content of such discussions.
7. Peer support team members will maintain a confidential record of types of incidents and number of debriefings that are conducted. An annual summary will be submitted to the chief of police providing only the types of incidents and the number of debriefings; no names will be included.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1157  
**TOPIC:** LINE OF DUTY DEATHS AND SERIOUS INJURY  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:**  
**REFERENCE:**

### I. POLICY

This policy is designed to prepare this department for the line-of-duty death or serious injury of an active duty officer and to direct the department in providing proper support for the officer's family. It is the policy of this agency to provide assistance to the immediate survivors of an active duty officer who dies or is seriously injured in the line of duty and to provide them with support during this traumatic period of readjustment.

### II. PROCEDURE

#### A. Definitions

1. *Line-of-Duty Death:* The death of an active duty officer by felonious or accidental means during the course of performing police functions while on- or off-duty.
2. *Next of Kin:* The closest relative of the deceased officer – for example, spouse, parents, siblings, or children.
3. *Survivors:* Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée or significant others.
4. *Serious Injury:* any injury requiring admission into a medical facility. Injuries not included are those requiring treatment and release from a medical facility.

#### B. Death Notification

1. Notification of the individual(s) listed on the officer's emergency notification form (if available), followed by those to the next of kin, should be made as soon as possible and, if possible, after command officer notifications.
2. The name of the deceased officer shall not be released to the media or other parties before survivors are notified. If the media has already obtained information related to the death, they should be asked to withhold

the information until after the notifications have been completed.

3. All notifications should be made by at least two individuals, to include members of the department, chaplains, or other support personnel.
4. Whenever possible, line-of-duty death notifications should be made in person by the chief of police, or his or her designee, and another member of the department, preferably an individual with personal knowledge of the deceased officer and his or her family, such as a partner or close friend. In addition and where feasible, the police chaplain or other crisis intervention specialist should be present during the notification.
5. Where available, unmarked police vehicles should be used for transport to the location of the survivors.
6. Prior to contacting the next of kin, notifying officials shall do the following:
  - a. Gather and familiarize themselves with essential details concerning the deceased, to include full name, age, race and home address, as well as details of the death, location of the body and personal effects and other pertinent information.
  - b. Ensure that the deceased has been positively identified.
  - c. Gather readily available information concerning the survivors that may aid in the notification. This includes, but is not limited to, whether survivors are elderly, disabled, visually or hearing impaired, have medical problems or do not speak English, in which case a translator or officer who speaks the particular language should be provided. If possible, officers should obtain the names of the survivor's closest relative, friend, family doctor, and clergy.
7. Whenever the health of immediate survivors is a concern, emergency medical services personnel shall be requested to stand by.

8. Upon arrival at the residence or place of business, officials shall:
    - a. check the accuracy of the location;
    - b. identify themselves by name, rank, and departmental affiliation;
    - c. ask permission to enter the residence or, in the case of a business or other location, move to a place of privacy;
    - d. request to speak to the immediate survivor; and
    - e. verify the relationship of the survivor to the deceased.
  9. Every reasonable effort shall be made to make the death notification in the privacy of the survivor's home or in another location away from public scrutiny.
  10. Prior to making notification, officials should determine if other members of the family are in the residence. Officials may wish to bring them together for the notification, but should defer to the wishes of the immediate survivor.
  11. Notifying officials should address the survivor(s) in a straightforward manner and use easy-to-understand language to briefly explain the circumstances of the incident and the fact that the individual is dead.
    - a. Officials should not use euphemisms such as "passed away" or "no longer with us" in order to avoid using the term "dead," as these expressions may create confusion or false hope.
    - b. Officials should not provide graphic aspects of the incident or the individual's death. Police jargon should be avoided.
    - c. Officials should refer to the deceased using terms reflecting the deceased's relationship to the survivor (e.g., son, daughter).
  12. Notifying officials should be prepared for unexpected responses from survivors to include fainting, hysteria, and possible verbal or physical assault.
  13. Survivors should be provided with sufficient time to regain composure following delivery of the death notice. Notifying officials should avoid attempts in the interim to provide comfort by using simple platitudes or trite phrases (e.g., "I know how you feel," "I know how hard this is for you.").
  14. Before leaving, the notifying officials shall provide the family with contact information for the various department personnel who will assist them in the coming days, weeks, or months.
  15. Officials should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, coworkers, neighbors, family clergy, crisis counselors, or other community social service agency. Officers should provide or arrange for transportation of essential individuals where necessary.
  16. If the opportunity to get the family to the hospital exists prior to the officer's death, notification officers shall inform the hospital liaison officer that the family is en route. In such cases, immediate transportation should be provided for survivors. During transportation, all police radios should be turned off.
  17. If necessary, arrangements for childcare or care for elderly relatives shall be made by notifying officers.
  18. Communication of information concerning the officer and the incident shall, whenever possible, be restricted to the telephone or other secure means of communication to avoid interception by the media or others.
  19. The notification officer shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.
  20. The notification officer shall submit a written report to the chief of police specifying the identity, time, and place of survivors notified.
- C. Assisting Survivors at the Hospital
1. Whenever possible, the chief of police shall join the family at the hospital in order to emphasize the agency's support.
  2. An officer will be designated as the hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media, and others and assume the following responsibilities:
    - a. Arrange for waiting facilities and security for immediate survivors. The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends.
    - b. Designate a separate press staging area and assign the department's media relations officer as the primary point of contact.
    - c. Ensure that medical personnel provide pertinent medical information on the officer's condition to the family before any other parties.
    - d. Assist family members, in accordance with their desires and hospital policy, in

- gaining access to the injured or deceased officer.
- e. Avoid idle promises or false and misleading statements to the family, such as "We'll retire his/her badge," "We'll promote him or her," or suggesting medications such as sedatives.
- f. Provide hospital personnel with all necessary information on billing for medical services. The hospital liaison officer should ensure that all medical bills are directed to the appropriate departmental authority and that they are not forwarded to the officer's family or other survivors.
- g. Take all personal effects of the deceased for return to the family at a later time.
- h. Arrange transportation for the family and other survivors upon their departure from the hospital. As with notifications performed at the home, survivors should not be left unattended if their emotional stability is in question or where other assistance, such as the care of children or the elderly, is necessary.

#### D. Appointment of Department Coordination Personnel

1. The designated departmental officer(s) shall begin serving in the following capacities: department liaison, funeral liaison, benefits coordinator, and family support advocate.
2. These assignments shall be made in writing to departmental personnel and the surviving family members shall be informed in writing of those designated.
3. In addition, the chief of police or his designee shall:
  - a. make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel; and
  - b. ensure that the employee assistance program is implemented to assist surviving family members and emphasize the family's right to psychological services.

#### E. Department Liaison

1. The department liaison officer shall serve as a facilitator between the family and the law enforcement agency.
2. This individual should normally be a commanding officer in order to expedite the tasks of employing departmental resources and the delegation of assignments.

3. This officer should work closely with the funeral liaison officer to ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:
  - a. Providing oversight of travel and lodging arrangements for out-of-town family members.
  - b. Identifying alternative churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family, who will make the final determination.
  - c. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control, and liaison with visiting law enforcement agencies.
  - d. Coordinating a response to the media, to include the following. If available, these duties may be assigned to the agency's public information officer.
    - (1) Assisting family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.
    - (2) Providing liaison with the media to include coordination of any statements and press conferences. The department liaison shall also ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.
  - e. Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.
  - f. Providing agency personnel with updated information regarding the incident as it becomes available.
  - g. Preparing and disseminating the official departmental bulletin regarding the officer's death, to include the following:
    - (1) The name of the deceased officer
    - (2) Date and time of death
    - (3) Summary of the incident
    - (4) Officer's duty assignment
    - (5) Funeral arrangements
    - (6) Uniform to be worn by attending officers
    - (7) Directions to funeral home or church
    - (8) Telephone contact for additional information

## F. Funeral Liaison

1. The funeral liaison officer acts as a facilitator between the decedent officer's family and the department during the wake and funeral.
2. The funeral liaison officer is responsible for
  - a. meeting with family members and explaining his or her responsibilities to them;
  - b. being available to the family prior to and throughout the wake and funeral;
  - c. ensuring that the needs and wishes of the family come before those of the department;
  - d. assisting the family in working with the funeral director regarding funeral arrangements;
  - e. determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the department liaison;
  - f. briefing the family members on the procedures involved in the law enforcement funeral;
  - g. coordinating with the appropriate personnel to provide law enforcement specific funeral services (e.g., death watch, rifle team, color guard) as dictated by the family; and
  - h. arranging for appropriate media coverage of the funeral, as decided by the family.

## G. Benefits Coordinator

1. It may be beneficial for this position to be filled by the Human Resources officer for the city.
2. The benefits coordinator is responsible for:
  - a. filing workers' compensation claims and related paperwork;
  - b. presenting information on all benefits available to the family;
  - c. documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate;
  - d. preparing all documentation of benefits and payments due to survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of a contact person or facilitator at each benefit or payment office;
  - e. filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being

- f. received (a copy of benefits documentation should be provided and explained to all survivors affected); and advising the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

## H. Family Support Advocate

1. The family support advocate serves in a long-term liaison and support capacity for the surviving family.
2. This individual should introduce himself or herself to the family and explain his or her role in the process as soon as reasonably possible following the death.
3. The duties of this individual include:
  - a. assuring the family that their wishes with regard to the funeral will come before those of the department;
  - b. relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation;
  - c. providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member;
  - d. accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings, and introducing them to prosecutors and other persons as required;
  - e. identifying all support services available to family members and working on their behalf to secure any services necessary;
  - f. maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the immediate family; and
  - g. relaying the concerns and needs of the family to those individuals or organizations that may provide assistance and encouraging others to visit and help as necessary.

## I. Serious On-Duty Injury

1. Absent the officer's ability to make notifications himself or herself, the officer's next of kin shall be notified of his or her serious injury by the highest ranking commanding officer available at the time of the incident.

2. This individual should be accompanied by at least one other individual, to include a close friend of the injured officer, the police chaplain, and/or other support personnel.
3. The same notification procedures as outlined above in section B shall be followed.
4. Department coordination personnel shall be assigned by the chief of police or his or her designee as needed to provide support to the family depending on the nature and severity of the injury.

J. Support for Coworkers

1. The death or serious injury of a coworker in the line of duty can be one of the most traumatic events that an officer can experience.
2. Following a line-of-duty death or serious injury, all officers shall be provided the opportunity to participate in psychological or peer support services through this department's employee assistance program or human resources department.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1160  
**TOPIC:** MEDIA RELATIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-01-00; 1-24-00; 1-31-05  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department is committed to informing the news media of events that are of public interest and community concern with openness and candor. Information released in criminal cases will conform to Washington laws.

### II. PROCEDURE

#### A. Employees Authorized to Release Information

1. Records Unit/Service Desk personnel may release public record information to the news media, consistent with General Order 1940.
2. Officers of any rank may release limited information at the scene of incidents, consistent with the guidelines in this General Order, however requests for information shall be referred to a supervisor when one is present at the scene.
3. Officers of supervisory rank may release information concerning ongoing or completed criminal investigations, consistent with the guidelines in this General Order.
4. Officers of any rank and Records Unit/Service Desk personnel may release certain information pertaining to current calls for service to the news media, consistent with guidelines in this General Order.

#### B. Guidelines for Release of Information

1. General Information
  - a. Press releases are produced by the police commander or the chief of police. A copy will be maintained by the records manager and a copy will be provided to the briefing folder and the chief of police. In addition, when appropriate a copy will be placed on the department list-serve.
  - b. Information about department programs, special projects, and other general information may be released by the unit

supervisor, the police commander or chief of police.

- c. Press conferences will be scheduled by the chief of police. All local media will be notified to ensure equal access to information.
  - d. Matters of department policy or issues which require interpretation or explanation of written directives shall be referred to the police commander or chief of police.
2. Information about Current Incidents
    - a. The location of a crime, traffic accident, or incident may be released upon inquiry, unless there is a danger of injury or contamination of the scene.
    - b. The location of crimes in progress, hazardous incidents, and SWAT calls shall not be released until a press area has been established. The police commander or police chief will determine at what point in time the news media may be advised of the location, and asked to report to the designated press area.
  3. Information at the Scene of Incidents
    - a. A brief, factual description of the incident may be released by officers at incident scenes.
    - b. More detailed information may be released only with supervisory authorization.
  4. Information About Criminal Investigations
    - a. Sergeants, Detectives, the police commander or the chief of police may release information about ongoing or completed criminal investigations, when the release of information will not interfere with any continuing investigation. Other personnel must secure the authorization of a supervisor before releasing information. Those releasing this information should verify with the case detective to ensure there is no conflict with releasing the information.

b. Generally, the following types of information concerning a criminal investigation may be released, however, in homicide and other death cases the release of such information shall be coordinated with the Prosecuting Attorney:

- (1) Arrested persons' names and biographical information;
- (2) The offense alleged in any arrest;
- (3) Victims' names and biographical information, except:
  - (a) Names of deceased victims shall be withheld until family notification has been made;
  - (b) When the nature of the case is a sexual assault or incest.
  - (c) When victims are minors.
- (4) The length of the investigation, and number of personnel involved;
- (5) A brief description of the circumstances of any arrest, including time, place, whether resistance or pursuit occurred, possession or use of any weapons;
- (6) The description of a suspect. The name of a suspect is only released when a warrant has been issued and public assistance is needed for apprehension.
- (7) All names of persons involved in motor vehicle accidents may be released, whether they are minors or adults. Refer to 4(b) above regarding accidents that result in death.

#### C. Information Which Should Not be Released

1. Opinions concerning the guilt, innocence, or character of an arrested person, or concerning the identity, credibility or anticipated testimony of prospective witnesses;
2. Statements predicting or influencing the outcome of a trial;
3. Results of any examination or tests, or the refusal or failure of a person to submit to such procedures;
4. The existence or contents of any confession or statement;
5. Information specific to the offense that could only be known by the perpetrator, or information that may cause the suspect to flee;
6. Detailed information concerning testimonial or physical evidence, the release of which

might prejudice the right of the defendant to a fair trial.

7. Employees should not volunteer the prior criminal records of an accused, except when this is necessary to aid in his apprehension or to warn the public of any dangers the accused presents.
8. Criminal conspiracy cases and intelligence information shall not be released prior to arrest or filing of charges.

#### D. Photographs

1. Mug shots are public information, and may be released to the media.
2. Employees shall not deliberately pose a person in custody for photography or televising by the media.
3. Employees shall not interfere with non-posed photographing or televising by the news media except when the photographing or televising would interfere with official duties.

#### E. Access to Incident Scenes

1. Although the department will strive to provide reasonable assistance to the news media in reporting news, access to the scenes or surroundings of incidents may be restricted when necessary in order to:
  - a. Protect the scene;
  - b. Prevent exposure to clear hazards.
2. Officers needing to establish such restrictions should:
  - a. Inform any media personnel of the restricted area and purpose of the restriction;
  - b. Designate a suitable area for media access that provides the least restriction necessary to accomplish the purpose.

#### F. Coordination of Information Releases with Other Agencies

1. Requests for information about cases or incidents not involving the department should be referred to the agencies involved.
2. When multiple agencies are involved in incidents, the agency having primary jurisdiction should coordinate the release of information to the media.

#### G. Media Access Tray

1. Copies of police reports, not of a sensitive nature, will be provided for the media to access in order to streamline their review process.

2. The records/evidence manager or police commander will review these reports to protect any information that should not be released by law and/or this General Order.
3. The media can review these reports after department review, but will not remove these reports from the police department.
4. Reports where the entire report cannot be accessed by law and/or this General Order will be withheld. If inquiries are made, media representatives will be advised that such reports are being withheld.
5. If the media desires access to information not provided after department review, they may file a public disclosure request.
6. Any public disclosure requests will be mailed, along with the police reports, to the city attorney for review and dissemination to the media agency.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1170  
**TOPIC:** INFECTIOUS DISEASE EXPOSURE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department will follow procedures to minimize the exposure of employees to body fluids, and to reduce the likelihood of transmission of infectious diseases in the event of significant exposure to body fluids.

II. PROCEDURE

A. Employees shall adhere to the following procedure in cases involving potentially infectious disease exposure:

1. When a needlestick; splash of blood or body fluid containing visible blood, to the eyes, nose, or mouth; human bite with broken skin; or other potentially infectious disease exposure occurs, employees shall immediately contact their supervisor. If a supervisor is not on duty, the call-out list shall be used. The supervisor shall ensure that the employee responds to Harrison Hospital Emergency Room or other suitable facility for evaluation and treatment.
2. At the Emergency Room, the employee will undergo clinical assessment of exposure and appropriate medical treatment and counseling.
3. If the incident is determined to be a potentially infectious exposure, the employee shall report to this to their immediate supervisor and the City Risk Manager on the next business day.
4. The employee will be counseled regarding voluntary and confidential or anonymous blood screening for HIV and other bloodborne pathogens, and related medical evaluation.
5. The employee will be informed of the benefit of an acute HIV antibody test to establish the employee's current HIV antibody status, and informed that subsequent disability claims may depend upon this test.
6. Continued HIV antibody testing and medical evaluation is also voluntary, but will be

strongly recommended to ensure that proper medical care is provided the employee.

a. Results of any HIV antibody test are confidential and released only to the employee and those persons authorized under RCW 70.24.105.

b. Confidentiality of the test results is waived, in part, if the employee makes a subsequent worker's compensation or disability claim.

7. The employee's immediate supervisor in cooperation with the City Risk Manager will verify that the treatment and counseling provided the employee are appropriate, and will also arrange for the employee, and his family to receive counseling regarding AIDS and potential implications for the employee's personal and professional activities.

B. Source Contact Testing

1. Outside of the provisions of part B.3. below, involuntary medical evaluation or HIV antibody testing of the person who is the source of the potentially infectious contact shall not be conducted.
2. Officers shall not attempt to arrange involuntary medical evaluation or HIV antibody testing of the source of the contact, or attempt to persuade the source of the contact to voluntarily submit to a medical evaluation or HIV antibody testing.
3. Employees who have experienced a substantial exposure may request the Bremerton/Kitsap County Health Officer, via the employee's supervisor, to order the source of the contact to submit to pretest counseling, HIV testing, and post test counseling.
4. If the source refuses to comply, the Health Officer may seek a Superior Court order requiring the source to comply (Washington Laws, 1998, Chapter 206, Section 703).
5. If the source of the contact voluntarily agrees to submit to a medical evaluation or HIV antibody testing, the reporting officer shall

contact the Health Officer who will make arrangements for the testing or medical evaluation. Such testing or evaluation shall be conducted only if the source of the contact signs a waiver of doctor-patient privileges.

#### C. Infected Personnel

1. Personnel with evidence of HIV or other bloodborne infections shall not be routinely restricted in their duties solely because of this evidence.
2. Infected personnel may request that their duties be modified in accordance with the department's limited duty policy.
3. Employees with health conditions which normally would restrict their duties shall be restricted regardless of the presence or absence of HIV or other bloodborne infections.

#### D. Infectious Disease Exposure Prevention and Precautions

1. Universal precautions should be observed by all employees to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials must be considered infectious regardless of the perceived status of the source.
2. Protective Equipment
  - a. The department provides the following protective equipment:
    - (1) CPR face masks; disposable latex gloves;
    - (2) Disinfectant hand cleaner;
    - (3) Plastic evidence bags.
    - (4) Biohazard kits containing masks, gloves, gowns, and sharps containers.
  - b. Items may be obtained from the Property and Supply Unit.
  - c. If possible, employees should use these supplies while engaged in duties that may bring them in contact with body fluids.
3. Employees should be aware that certain prescribed medications, such as steroids and asthma medications, suppress their immune systems, and make them more susceptible to infectious disease. Employees may wish to consult their private physician if they are taking prescription drugs.
4. Incident Scene Precautions

- a. Officers shall not eat, drink, or smoke at incident scenes where body fluids are present.
- b. Officers should wear protective gloves if they are likely to have contact with body fluids, or contaminated items.
- c. Employees at the scene of an injury where the victim is being attended to by qualified medical personnel should maintain a distance sufficient to avoid exposure, unless their direct assistance is needed.
- d. Evidence contaminated with blood or body fluids should be clearly marked to avoid accidental exposure to those who may subsequently handle the evidence. Wet items of evidence should be placed in paper bags or boxes. The Property and Evidence Unit will hang these items to dry.

#### E. Steps to Take Following an Exposure

1. Wash your hands thoroughly. Hand washing remains the basic means for infection control.
2. If blood or body fluids are splashed in the mouth, eyes, or nose, wash or flush the affected area thoroughly with saline or water.
3. If you are stuck with a needle that has been used, wash the needlestick area thoroughly with soap and water. Maintain custody of the needle for laboratory evaluation.
4. If your shoes or clothing are splashed with blood or body fluids, remove the contaminated articles (wear gloves to avoid further contamination) and place in a sealed plastic bag until cleaned.

#### F. Transportation of High-Risk Persons

1. The following types of individuals are to be considered persons who present a high risk of transmitting infectious diseases:
  - a. Persons who have been diagnosed with or claim to suffer from an infectious disease, especially meningitis, HIV, hepatitis B, or active tuberculosis;
  - b. Persons with open wounds, or whose person and/or clothing is otherwise contaminated with body fluids;
  - c. Persons who threaten to bite or attempt to infect employees.
2. Persons with open wounds, or injured persons who have blood or body fluids on their person or clothing should be transported for medical treatment by ambulance, unless emergency

circumstances necessitate transportation in a department vehicle.

3. Whenever officers receive information that a transport may create an exposure, they shall contact their immediate supervisor. The supervisor shall determine what, if any, preventative measures are appropriate. The supervisor may confer with the Health Department for assistance in this determination. Precautions such as the following may be employed:
  - a. Transportation by multiple employees;
  - b. Wearing of protective gear during transportation.

#### G. Hepatitis B Vaccination

1. All commissioned employees shall be afforded the opportunity to receive the hepatitis B vaccine. Civilian staff in the Evidence Unit who have regular contact with items contaminated with blood or body fluids shall also be eligible for hepatitis B vaccine.
2. The vaccine will be administered by the Health Department.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1180  
**TOPIC:** VOLUNTEERS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-01-00; 1-31-05  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department seeks to provide opportunities for community volunteers to actively participate in and make meaningful contributions to the operations of the department.

verbal or written, concerning a perpetrator, victim, or witness will be discussed or given to anyone other than authorized personnel.

II. PROCEDURE

A. Volunteers will have the same responsibilities as paid staff within the framework of their assignment, and shall observe all applicable General Orders and job requirements.

H. The records/evidence manager is assigned as the department volunteer coordinator. The volunteer coordinator is responsible for these tasks:

B. Volunteers are not employees, and may not be assigned to law enforcement functions which require the authority of a sworn officer.

1. Recruit, interview, and maintain a current list of potential volunteers for available positions.
2. Assign volunteers as positions become available. The volunteer coordinator shall provide orientation and ensure on-the-job training is provided.
3. Ensure that annual evaluation reports are turned in by the unit supervisor in charge of the volunteer.
4. Take appropriate action in collaboration with supervisors in the event disciplinary problems arise.
5. Organize an annual volunteer recognition event, as well as arranging for conferring of awards at award ceremonies.
6. Track volunteer activities and hours and report necessary statistics to other city departments as required.

C. Supervisors wishing to establish a volunteer position in their unit should prepare a position description describing the duties and responsibilities for each position desired.

D. Background checks for volunteer positions will be conducted in the same manner as paid staff positions.

E. The supervisor shall ensure that new volunteers are provided an orientation which delineates the duties and responsibilities of their position; introduces the volunteer to the employees he or she will be interacting with on the job; and provides a general overview of the department structure.

F. On-the-job training will be administered by the supervisor of the position or his/her designee.

G. Unit supervisors are responsible for ensuring that all volunteers receive training regarding the standards pertaining to confidential information. Work performed by volunteers which is confidential or of a sensitive nature shall not be discussed with anyone except those officers or civilian staff personnel with an operational need to know. Specifically, no secure information,



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1190  
**TOPIC:** RESERVE OFFICER PROGRAM  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-20-01; 1-31-05  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department recognizes the valuable service that reserve police officers provide to the citizenry of Port Orchard. The proper use of these reserve volunteers is essential to maintain the program in its highest regard.

### II. PROCEDURE

#### A. Reserve Officer Classifications

1. Level One: Level Two plus completion of Level One qualification card and minimum of one year commissioned experience.
2. Level Two: Level Three plus completion of Level Two qualification card.
3. Level Three: Basic academy plus firearms qualification, CPR, and first-aid training qualification.

#### B. Selection, Qualifications and Training Requirements

1. Selection of reserve officers shall be consistent with the process followed for the selection of career officers.
2. All entry-level reserve candidates shall undergo a similar written testing procedure, oral board, and interview the chief as that of career officer candidates.
3. Lateral reserve officers (those which are certified by the state as reserve officers and have been in the employ of another law enforcement agency) shall undergo similar testing as lateral career officers.
4. All reserve candidates, whether lateral or entry-level, shall undergo a similar background investigation, medical review, psychological testing, and polygraph testing as career officer candidates.
5. All reserves must undergo the same training and qualifications required of career officers.
6. Reserve officers must show proficiency with firearms, defensive tactics, emergency vehicle operation, and all other in-service

and liability training provided by the department.

#### C. Duties and Assignments

1. Reserve officers will serve on a reserve shift on a rotational basis.
2. Reserve officers may also volunteer to work additional shifts or special assignments when approved by a supervisor.
3. Reserves will generally be assigned with an experienced career officer for patrol functions or special assignments.
4. Experienced reserves, which have attained "level one" status may be assigned to a reserve car at the discretion of the reserve supervisor or shift supervisor.

#### D. Supervision and Chain of Command

1. The reserve program will be supervised by the swing shift sergeant.
2. The reserve sergeant shall assign a "level one" reserve to the position of reserve coordinator. The reserve officer holding this position shall assist the reserve sergeant with clerical work, shift assignments, reserve program management and other duties as assigned by the reserve sergeant.
3. In the absence of the reserve sergeant, the departments' policy covering chain of command shall apply.
4. The reserve sergeant shall complete an annual performance evaluation on each reserve officer.
5. The department volunteer coordinator shall be responsible for submitting work hours and other statistics to other city departments.

#### E. Reserve Officer Powers and Authority

1. All reserve officers are bound by all department policies, procedures, rules and regulations, city-wide policies and procedures and all laws governing authority and arrest powers.

2. Reserve officers shall not take any law enforcement action when not actively engaged in the employ of the City of Port Orchard Police Department.

F. Time Requirements

1. Every reserve officer is required to obtain 30 hours of training time per year.
2. Every reserve officer is required to obtain 8 hours of duty time per month.
3. Every reserve officer is required to attend a scheduled reserve briefing each month.
4. Failure to maintain the necessary time requirements may result in dismissal from the reserve program.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1210  
**TOPIC:** OVERTIME AND LEAVES  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-18-02; 5-1-00; 1-31-05  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will compensate employees for overtime hours worked, and will provide leaves in accordance with labor agreements, city rules and regulations, and civil service regulations. All overtime and leaves must be approved in advance by a supervisor.

- c. Employees documenting off-duty job overtime shall complete an off-duty job billing form as well as document the overtime on the time sheet.
- d. Supervisors approving overtime shall initial the overtime on the time sheet to indicate that the overtime was approved.
- e. Supervisors shall have their overtime approved in advance by the police commander.

### II. PROCEDURE

#### A. Overtime

- 1. Overtime Approval
  - a. Employees must obtain approval from their immediate supervisor prior to working overtime hours.
    - (1) If the employee's supervisor is not available, any other supervisor can authorize the overtime.
    - (2) Immediate approval is not necessary if the overtime involves an arrest, call for service, or emergency occurring at the end of the shift and it is impractical to contact a supervisor. The employee should contact the on-duty supervisor as soon as possible for continued overtime approval or the assignment of alternate personnel.
  - b. Officers are expected to complete reports during their duty shift whenever practical. Overtime should not be approved when it is evident that the officer had sufficient opportunity to complete the reports during his or her normal duty shift.
- 2. Overtime Slips
  - a. Overtime must be documented on the time sheet for all overtime worked including court appearances, hearings, and meetings.
  - b. Employees documenting court overtime should indicate the case number or defendants name and which court on the time sheet.

#### B. Regular Leaves

- 1. Employees may request leaves by completing a Leave Request form, and presenting this to their immediate supervisor.
  - a. Calling and advising a non-supervisory employee of a leave or sickness is not sufficient, and does not relieve the employee of the duty to request leave from a supervisor. Employees should follow General Order 1045.B. (Call-Outs) when needing to contact an off-duty supervisor for such a notification.
- 2. Compensation for leaves and computation of work hours in the event of leave will be in accordance with labor agreements and city rules and regulations.

#### C. Minimum Staffing

- 1. For the safety of its employees, it shall be the goal of the department to maintain a minimum of 2 commissioned employees working at any one time.
- 2. Officers will not be approved for leave or for training when such leave puts staffing below two commissioned employees.
- 3. Officers desiring leave, which would be denied due to minimum staffing issues may request the schedule be rearranged with approval of the supervisors involved, but not at the expense to the department.
- 4. Sick leave notices received less than 48 hours in advance of the affected shift will be supplemented at the discretion of a

supervisor and in such cases, may be left with one officer on duty.

#### D. Military Leave

1. The Port Orchard Police Department values the contribution of employees to the armed services, and seeks to fulfill the mutual needs of the department and employees' military units.
2. Employees may be allowed up to 120 hours of military leave for active duty or active duty training with orders per calendar year. Weekend training constitutes active duty training, and is eligible for military leave.
3. All leaves must be scheduled through the scheduling supervisor. Employees are required to coordinate their active duty and inactive duty leave requests with their supervisors. Employees shall provide a copy of their military unit's published training schedules at the beginning of the military training year, and shall notify supervisors of any changes 30 days in advance of the dates.
4. Requests for leave for inactive duty (any duty without orders) shall be considered on a case by case basis.
5. The police commander shall act as a liaison between the department and the military unit to resolve any problems that arise.
6. Employees may use vacation or holiday leave for military duty of any type.
7. Whenever an employee is required to attend to military duty of any type, the department will permit leave sufficient for travel to the place of the duty, and a rest period of at least eight hours prior to the commencement of the duty.
8. Upon the conclusion of military duty of any type, the employee will be allowed leave necessary for return from the place of duty, and shall not be required to return to work until the first regularly scheduled duty shift on the next calendar day following the conclusion of the military duty.

#### E. Leave of Absence

1. Employees may request an unpaid leave of absence, in accordance with labor agreements and city rules and regulations and civil service regulations.
2. Requests must be made in writing, to the chief of police.
3. A leave of absence will be granted only when it will not unduly hamper the operations of the department. Requests will

be considered for approval based upon such factors as:

- a. The employee's past performance;
- b. The impact of the proposed leave upon the department;
- c. The purpose of the leave. A leave of absence will ordinarily only be approved when the leave will benefit the department, either directly or indirectly.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1220  
**TOPIC:** LABOR AND INDUSTRIES CLAIMS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02; 1-31-05  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will comply with the Washington statutes and City of Port Orchard procedures pertaining to Labor and Industries claims. All work-related illnesses and injuries will be promptly reported, and the reports forwarded to the City of Port Orchard Risk Management Office.

### II. PROCEDURE

A. Employees shall immediately report any of the following to their immediate supervisor.

1. Injury which occurs while the employee is on duty;
2. Injury which occurs while the employee is off-duty, but performing an official duty;
3. Injury which occurs while the employee is off-duty but in a department vehicle or on department premises;
4. Illness or disease which is alleged to have arisen in the course of employment;
5. Significant exposure to body fluids of another. More specific instructions for body fluid exposure are contained in General Order 1170, "Infectious Disease Exposure."

B. Upon being notified or becoming aware of a work-related injury or illness, the supervisor shall:

1. Identify and interview any witnesses;
2. Collect and preserve any relevant physical evidence;
3. Photograph visible injuries, if practical;
4. Complete the required forms.
  - a. If it appears likely that there will be any loss of time from work, medical expense, or treatment required, complete the Port Orchard Police Employee Injury or Illness Report, including the section pertaining to employee leave options.
  - b. Ensure that the employee completes all Labor and Industries related

documentation provided when the employee seeks medical treatment.

- c. If there appears to be no loss of time from work, no medical expense, and no need for treatment, complete only the Port Orchard Police Employee Injury or Illness Report.

C. Work related illness or injury requiring medical treatment shall be reported on a Washington State Labor and Industries form. It is the responsibility of the employee to fill out this form at the time of treatment.

D. The reports, along with any medical bills, shall be forwarded to the police commander.

1. The reports shall be reviewed for completeness.
2. One set of the reports/bills shall be sent to Risk Management and a second set filed for department records.

E. The requirement to report an injury or incident does not necessarily mean that it is compensable. The City Risk Management office will make a determination of the merits of each claim.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1230  
**TOPIC:** LIMITED DUTY  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00; 1-31-05  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department will endeavor to make short-term limited duty assignments for employees who are unable to perform the responsibilities of their regularly assigned positions due to temporary disability. Limited duty assignments are made solely at the discretion of the chief of police subject to the availability of suitable positions and based primarily upon department need. No employee shall be assigned to limited duty for a period exceeding three consecutive months, unless the chief of police approves an extension not to exceed three additional months for a maximum of six consecutive months.

### II. PROCEDURE

#### A. Request for Limited Duty Assignment

##### 1. Duty Related Disability

- a. Any employee who becomes temporarily disabled due to an on-the-job injury or illness may be eligible to perform a temporary modified work assignment.
- b. The City human resources manager and the employee's treating physician will assist with the placement in a limited duty assignment.
- c. The department may require the employee to be examined by a City physician at City expense to determine if the employee is able to perform limited duty assignments.

##### 2. Non-Duty Related Disability

- a. Any employee who is temporarily disabled due to a non-duty related injury or illness may submit a request in writing to the chief of police to be placed in a temporary modified work assignment.
- b. The disabled employee making the request must then provide the name and address of their treating physician, must sign an Authorization for Medical Reports and Records form, and will incur all expenses involved in obtaining the

required medical documentation, including the costs of the medical examination and the costs of furnishing such medical or other supporting evidence regarding any injury or conditions.

- c. The department will then provide the employee's treating physician with a description of the limited duty job, the Authorization for Medical Records and Reports, and request the treating physician to authorize the employee to participate in the limited duty job.
3. The police commander is responsible for maintaining liaison with the employee and the City human resources manager in order to identify potential work assignments and to seek medical authorization to perform the work tasks comprising the assignment.
4. If the chief of police determines that the department cannot accommodate the employee's temporary medical restriction in a short-term and productive employment position, and the employee remains temporarily disabled from employment, the employee will be required to utilize leave in a paid status or request a leave of absence without pay. Such time in a paid status shall consist of sick leave, vacation, or other accumulated leave.
5. Should an employee's temporary disability become permanent in nature, the City shall make every effort to comply with the requirements and guidelines of the Americans with Disabilities Act with regard to reasonably accommodating an employee's disability.

#### B. Assignment to Limited Duty

1. If a suitable assignment is identified and approval from the physician is received, the chief of police will prepare a Personnel Order reflecting the employee's limited duty status.

2. Employees assigned temporary limited duty will be assigned shift and days off consistent with the needs of the department.
3. Employees will be compensated with their normal pay.
4. No officer assigned to limited duty may work any off-duty job without the prior written approval of the chief of police.
5. When the conditions of this General Order are met and the employee refuses to perform limited duty, the employee may be ordered to perform the limited duty assignment. The continued refusal of an employee to perform limited duty, after an order to do so will be grounds to remove the employee from pay status and initiate appropriate disciplinary action.

C. Return to Full Duty

1. When the employee receives physician approval to return to full duty, the employee will make a written request to return to regular duty to the chief of police.
2. The chief of police will prepare a Personnel Order returning the employee to regular duty status.
3. Commissioned employees will be returned to a job assignment based upon labor agreement provisions.
4. Civilian employees will return to a job assignment based upon Department need, although a reasonable effort will be made to return the employee to the same assignment held prior to the limited duty or injury leave.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1235  
**TOPIC:** FITNESS FOR DUTY  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00; 9-18-02  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department expects all members to be physically and mentally able to perform the duties of their positions. If it appears a member of the department is unable to perform those duties due to physical or mental reasons, the chief of police may order an employee to be examined by a physician or psychiatrist to determine the employee's ability to perform those duties to ensure safe and efficient conduct of department business and the well-being of the employee.

### II. PROCEDURE

A. All employees shall maintain a level of general physical fitness commensurate with their job classification and responsibilities.

B. Commissioned employees hired after April 15, 2000 will participate in an annual fitness assessment that compares their physical fitness to population norms. Employees hired prior to this date may participate. The purpose of this assessment is to provide information and individual consultation to the employee in order to assist him or her in maintaining or improving his or her level of fitness. The testing will consist of:

1. Initial blood pressure/pulse check, weight and height measurements;
2. 400 meter walk;
3. Sit and reach;
4. 100 meter run;
5. 25 meter weight drag (appx. 180 lbs.);
6. 300 meter run;
7. 400 meter walk; and
8. Final blood pressure/pulse check.

C. When the chief of police has reasonable cause to believe an employee is unable to perform the duties of his position due to physical or mental reasons, the chief shall order said employee to submit to an examination by a physician or a psychiatrist.

1. It shall be the duty of any supervisor who has reason to believe an employee is unable to perform the duties of his position to make a written report to the chief of police, describing the performance problems and facts which support the supervisor's belief the problems are caused by physical or mental reasons.

2. The examining doctor and date and time of the examination will be selected by the chief of police.

3. The employee shall report for examination at the date and time scheduled by the department, and shall cooperate fully with the examination.

4. The employee shall sign a release authorizing the examining doctor to release examination results to the chief of police.

5. The cost of the examination shall be paid by the City.

6. The duty or pay status for the employee while attending the appointment shall be as follows:

a. If the employee has been absent from work prior to the appointment, on leave status, the appointment shall be taken during leave time.

b. If the employee is on duty prior to the appointment, the employee shall not be required to use any leave time but shall be considered in paid status during the appointment as well as travel time to and from the appointment.

c. If the employee is working prior to the appointment and the appointment occurs outside of the employee's regular shift, the employee may receive overtime in accordance with the applicable labor contract.

D. Failure by the employee to cooperate in this process, or to follow the procedure herein, shall be cause for disciplinary action. In part II.B the disciplinary process can only be applied for failure to participate in the testing, not for the measured results of the testing in II.B.1-8.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1240  
**TOPIC:** MEAL AND REST BREAKS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02; 2-1-02  
**REFERENCE:**

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### I. POLICY

Employees will be permitted meal and rest breaks in accordance with labor agreements and the following guidelines. These guidelines are not applicable to exempt employees.

### II. PROCEDURE

#### A. Meal Breaks

1. Officers represented by the Port Orchard Police Guild are on paid status while on meal breaks and are subject to call.
2. For other employees, meal periods will be either 30 or 60 minutes, including any travel time.
3. Supervisors may establish schedules for meal breaks, if needed.
4. Commissioned personnel must take meal and rest breaks in a location that is accessible by the public. Examples include: police headquarters, public facilities, parks, waterfront areas, and public restaurants.
5. Commissioned personnel shall not take breaks at any personal residence.

#### B. Rest Breaks

1. Employees are authorized two rest breaks of 15 minutes each.
2. No breaks may be taken at any personal residence.
3. Rest breaks will be taken at the nearest suitable location to the employee's duty station.
4. Rest breaks will not be taken within the first hour after starting time.
5. Supervisors may establish schedules for rest breaks, if needed.

#### C. Other Guidelines for Meal and Rest Breaks

1. Ordinarily, no more than two uniformed employees shall take meal or rest breaks together at any restaurant or public or private

facility. The following exceptions are allowed:

- a. A single uniformed supervisor may take a break with two uniformed employees;
  - b. A single probationary officer assigned with an FTO need not be counted;
  - c. A single reserve officer assigned with a career officer need not be counted.
2. Breaks may not be extended due to slow service.
  3. Officers shall remain in service and available for assignment during meal and rest break periods.
  4. No officer shall spend more than one hour total time during a shift on breaks.
  5. Employees may deviate from this policy on limited occasions. Such deviations must be approved, in advance, by a supervisor.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1250  
**TOPIC:** CAREER DEVELOPMENT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00; 9-18-02  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department maintains a career development program to foster the improvement of employees' skills, knowledge, and abilities, and to enhance job satisfaction and job performance. The department seeks to extend opportunities to employees for personal and professional growth through education, training, and experience.

### II. PROCEDURE

#### A. Career Development Components

1. The supervisor of the Training Unit is responsible for administering the career development program.
2. The career development program consists of three elements:
  - a. Career counseling to assist employees in identifying and planning for career goals;
  - b. Continuing training and education programs to develop the knowledge, ability, and skills necessary for career growth;
  - c. A position assignment process, to provide opportunities for broadening employees' job experience.

#### B. Career Counseling

1. Supervisors will conduct career counseling for subordinates as part of the performance evaluation in order to:
  - a. Help the employee clarify career goals;
  - b. Assist in identifying plans for achieving career goals;
  - c. Identify opportunities for development that may be available to the employee.
2. Career counseling will include a review of:
  - a. The employee's career goals and plans for self-development;
  - b. The employee's training, education, and experience;

c. Available training and assignments which may assist the employee in achieving his or her career goals.

3. Supervisory personnel shall be provided with training and resources necessary to fulfill their career development counseling responsibilities.
4. The department will provide appropriate training to supervisors on career counseling.

#### C. Training and Education

1. The career development program seeks to maintain and develop the knowledge, skill, and abilities of employees through:
  - a. A regular curriculum of in-service training;
  - b. Access to outside training opportunities;
  - c. Training to prepare employees for the duties of specialized assignments, including promotion to supervisory or managerial positions.
2. Training will be made available on an equitable basis, with consideration of both department needs and employee goals.
3. Further information is contained in General Order 1310, "Continuing Training."
4. The department encourages employees to obtain a minimum of a bachelor's degree from an accredited institution and will strive, within the constraints of staffing requirements, to provide flexibility in work schedules for those pursuing a degree.

#### D. Position Assignment

1. Position Openings
  - a. The department will fill openings in specialized units with consideration for the interest expressed by current employees.
  - b. The chief of police or his/her designate shall inform employees of position openings by email and written notice in the briefing folder in the briefing room for

no less than ten days. The posting shall contain:

- (1) Description of position, duties, and work schedule;
- (2) Minimum qualifications for position;
- (3) Application procedures and last date for application;
- (4) Selection criteria or process, if applicable.

- c. The department will comply with all requirements of labor agreements in filling vacant positions.
- d. The chief of police retains the fundamental management right to assign personnel.

## 2. Rotated Positions

- a. In order to provide opportunities for experience to a larger number of personnel, and to improve the overall knowledge, skill, and ability of officers, the department will rotate specialized assignments as appropriate and in conjunction with the needs of the department.
- b. Assignments in rotated positions are for three years from the date of assignment. The chief of police may extend an assignment if necessary to balance experience or to complete an on-going investigation.
- c. The following specialized assignments for police officers are not subject to mandatory rotation due to an overriding requirement for continuity, development of professional expertise through years of experience, or need to qualify as an expert witness for the department:
  - (1) Defense Tactics Instructor;
  - (2) K-9 officer, during the career of his or her assigned K-9;
  - (3) Firearms Instructor;
  - (4) EVOC Instructor;
  - (5) Marine Patrol;
  - (6) Peer Support Officer;
  - (7) Fatality accident investigator;
  - (8) Speed measurement technician.
  - (9) Bicycle tactics instructor

## 3. Filling Rotated Positions

- a. Openings for rotated positions will be posted and the selection of officers for assignment completed in November.
- b. Assignments will take effect in January of the following year.
- c. Eligibility
  - (1) Officers applying for assignment to a rotated position must have three years service as a police officer, the

last two with the Port Orchard Police Department.

- (2) Upon leaving a rotated assignment, officers may not apply for another rotated position for one year.

## 4. Exceptions

- a. Under the following circumstances exceptions may be made to the eligibility criteria for rotated positions:
  - (1) No other qualified officers apply for a given position;
  - (2) An officer with less than three years service is needed for an undercover assignment;
  - (3) A temporary appointment is necessary in an emergency or in special circumstances.
- b. Any exceptions must be approved by the chief of police.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1255  
**TOPIC:** PROMOTIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-18-02; 1-16-02; 1-31-05  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department seeks to promote based on ability and potential to perform in supervisory and managerial jobs, and to maintain valid promotional processes which are acceptable to employees.

II. PROCEDURE

A. Promotional Process Responsibility

1. The responsibility for the promotional process is shared by the Port Orchard Police Department and the City Civil Service Commission, and governed by Port Orchard Municipal Code and labor agreements.
2. The City Civil Service Commission coordinates all promotional processes, with assistance provided by the police department.
  - a. The chief of police retains overall responsibility and authority for the department's role in the promotion process.
  - b. The chief of police will maintain a liaison between the police department and the City Personnel Department. The chief of police will coordinate the department's role in promotional processes to include:
    - (1) Scheduling various components of the process;
    - (2) Identification of selection standards;
    - (3) Selection of tests and testing methods;
    - (4) Selection of persons to serve on oral boards.

B. Eligibility for Promotion

1. Eligibility criteria for noncommissioned promotional positions will be established by the City Civil Service Commission.
2. The following minimum eligibility criteria are established for commissioned ranks:
  - a. Sergeant: Minimum of three years'

- b. Commander must be in the classification of Sergeant or above.

C. Equal Opportunity/Affirmative Action

1. The City is an equal opportunity/affirmative action employer.
2. The City personnel department oversees the affirmative action plan.
3. Procedures used in all promotional processes will be job related and nondiscriminatory and must be designed to ensure that validity, utility, and minimum adverse impact have been achieved in selecting employees for promotion.

D. Initiation of the Promotion Process

1. The promotional testing process for commissioned positions will be initiated by the City Civil Service Commission and the chief of police on an as needed basis and according to labor agreements.
2. Selection for noncommissioned promotional positions will be initiated by the City Civil Service Commission's announcement.

E. Promotional Process Announcements

1. A written announcement of each promotional process will be prominently posted.
2. The written announcement will include:
  - a. A description of the positions or job classifications for which vacancies exist or may be anticipated;
  - b. A schedule of dates, times and locations of the process;
  - c. A list of eligibility requirements;
  - d. A written description of the process to be used, including, if applicable, the weight of each component in the process.

#### F. Lateral Entry

1. The Chief of Police reserves the right to establish a lateral entry list for all commissioned positions.
2. Lateral promotions require 2 years at the promotional rank or above.
3. Any lateral lists will be established in concert with an internal promotional list.
4. The Chief of Police reserves the right to choose from either list according to civil service rules and regulations. Priority will be given to an internal promotional list.

#### G. Promotional Process Components

1. Promotional processes may utilize any of the following elements.
  - a. Written tests may be used to measure skills, abilities, and knowledge.
  - b. Oral interviews may be used. Interviews will utilize a structured format and objective scoring criteria.
  - c. Performance evaluations specifically designed to assess candidates' past performance or predicted performance may be used. These may include supervisory or peer evaluations. Performance evaluations utilized in any promotional process will be based on anchored scoring criteria.
  - d. Task simulations or practical exercises, such as problem solving exercises, in-basket exercises, practical application problems, or other assessment center techniques, may be used if based on specific scoring criteria.
2. All components will be related to the responsibilities and tasks of the rank or position, will be uniformly administered, and utilize objective scoring.
3. Whenever an oral interview, job simulation, practical exercise, assessment center, or any other component requires a score or ranking, a board will be utilized.
  - a. This board must consist of at least two persons and may include law enforcement personnel and/or citizens.
  - b. The members must be approved by the chief of police.
  - c. The board must receive training in advance of its assessment, on the instruments to be used, and the criteria for scoring.

#### H. Eligibility Lists

1. Following any promotional process, participating employees will be ranked on an eligibility list by the City Civil Service Commission.
2. Ranking of personnel on the list will be based on the scores attained, using weights assigned prior to the test announcement.
3. The City Civil Service Commission will certify the list of eligible employees, and transmit this to the chief of police.
4. The chief of police will select employees for promotion from the certified list, following the guidelines of Port Orchard Municipal Code, Civil Service Rules and applicable labor agreements.
5. The duration of eligibility lists is established by Port Orchard Civil Service Rules.

#### I. Grievances and Appeals

1. Any appeal to an adverse decision concerning the promotional process for sworn or non-sworn positions will be made through the grievance procedures established in Port Orchard Civil Service Rules and Regulations and applicable labor agreements.
2. Upon written request, a candidate may be allowed to review written examinations or the written results of scored elements of the selection process in the presence of the City Civil Service Secretary or designee.
3. Through the grievance process, decisions may range from affirming the decision of the chief of police to rejecting any or all of the promotional process elements, in which case reapplication, retesting, and/or reevaluation may be ordered.

#### J. Records

1. All promotional process records shall be made available to the chief of police for the selection process, however the records shall be stored and maintained by the City Civil Service Secretary.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1260  
**TOPIC:** EQUAL EMPLOYMENT OPPORTUNITY  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-24-00; 3-16-01  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department endeavors to hire, train, compensate, assign, and promote all persons on the basis of merit and fitness. It shall be the equal employment opportunity policy of the department to treat applicants for employment and employees fairly and equally, without regard to race, religious belief, color, national origin, ancestry, physical/mental disability, medical condition, pregnancy, marital status, sex, sexual orientation, age, political beliefs, or other non-merit factors. It is the intention of the department to foster an environment that is harmonious and a work place which is advantageous to all employees.

### II. PROCEDURE

#### A. Definitions

1. **Discrimination:** Unequal treatment of employees or applicants for employment without adequate justification because of their race, religious belief, color, national origin, or other non-merit factors set forth in the policy statement of this General Order. Examples of discriminatory acts include, but are not limited to: derogatory comments, slurs, jokes, derogatory pictures, cartoons or posters, and actions which demean an individual's character or national origin, or are based on gender, sexual orientation, age, race, ethnicity, disability, or religion.
2. **Sexual Harassment:** Influencing, offering to influence, or threatening the career, pay, or job of another person in exchange for sexual favors; unwelcome sexual advances; or deliberate or repeated offensive comments, written material, gestures, or physical contact of a sexual nature in a work-related environment.
3. **Physical/Mental Disability:** A physical or mental impairment that substantially limits one or more of the major life activities.

#### B. Equal Employment Opportunity Officer

1. The police chief is designated as the EEO officer for the Department. The duties of the EEO officer include, but will not be limited to:
  - a. Ensuring all department employment procedures conform with Federal, State, and local EEO laws.
  - b. Informal consultation, counseling and mediation with employees regarding equal employment opportunity matters.
  - c. Coordination and review of all complaints of suspected discrimination, sexual harassment, or retaliation.
  - d. Coordination of equal employment opportunity training.
  - e. Evaluation and refinement of the department EEO practices.
  - f. Serving as liaison to the City Personnel Department and other agencies on matters concerning equal employment issues.
2. Although the police chief functions as the EEO officer, all department supervisors have the responsibility for ensuring that the work environment under their control is free of discrimination and harassment. Supervisors may be held personally liable for violations of the guidelines established by the equal employment opportunity laws which govern our workplace.

#### C. Equal Employment Practices

1. The department is committed to the fair and equal treatment of all employees and applicants. It shall be the duty and responsibility of all employees to ensure a workplace free of discrimination by immediately reporting real or perceived violations of this policy.
2. The department will follow the City of Port Orchard Equal Employment Opportunity plan, and shall endeavor to recruit and retain employees that reflect the diversity of the community in approximate proportion to the makeup of the available work force.

3. The chief of police is responsible for ensuring that personnel practices are reviewed annually, and conform to the law and this General Order
4. The equal opportunity personnel practices of the department will include, but not be limited to, the following elements:
  - a. All employment and promotional processes will be structured, job-related and nondiscriminatory.
  - b. All employee job performance evaluations will include a review of matters relating to equal employment opportunity.
  - c. All supervisors' job performance evaluations will include a review of their performance in handling equal employment opportunity responsibilities.

#### D. Prohibited Conduct

1. Discrimination is prohibited. It creates a negative atmosphere that reduces work productivity, morale, undermines the integrity of the workplace, and destroys professionalism.
2. Sexual harassment or harassment of any kind is prohibited. It is an offensive working condition that will not be tolerated.
3. Retaliation against any employee due to the lodging of an EEO complaint is strictly prohibited.
4. Employees who engage in discrimination, sexual harassment, or retaliation will be disciplined.

#### E. Complaint Procedure

1. Any employee who feels he or she has been the victim of unequal treatment, discrimination or sexual harassment may initiate a complaint by contacting:
  - a. The department EEO officer;
  - b. The employee's immediate supervisor or any other supervisor;
  - c. The City Personnel Department;
  - d. The Washington Equal Opportunity Commission;
  - e. The Federal Equal Opportunity Commission.
2. Unless extraordinary circumstances exist which preclude timely reporting, employees wishing to file an EEO complaint with the department shall do so within 60 days of the incident giving rise to the complaint. Acceptance of complaints submitted after 60 days will be at the discretion of the chief of police.

3. An employee may bring a complaint to the attention of any supervisor.
  - a. Upon receipt of the complaint, it will be documented by the supervisor completing an EEO Incident Report.
  - b. The supervisor has a responsibility to handle the complaint, however, may forward the complaint directly to the department equal opportunity officer for handling if the magnitude of the complaint exceeds his/her immediate resources to resolve it.
  - c. The supervisor has 10 calendar days from receipt of the complaint to resolve the complaint or forward the complaint to the department EEO officer. Any resolution by a supervisor must be accepted by the department EEO officer.
4. Following receipt, the EEO officer will have 15 calendar days to resolve the complaint.
  - a. The EEO officer shall conduct, or cause to be conducted, any necessary investigation.
  - b. The EEO officer may resolve the complaint informally, if this can be done to the satisfaction of the complainant.
5. All complaints will be forwarded to the chief of police for final review and resolution. The chief of police has the final authority and responsibility for the resolution of any complaint at the department level.
6. The chief of police will have 45 calendar days from the original filing date to close the complaint.
7. The complainant shall be given the opportunity to review the final action taken, after it has been approved by the chief of police. The complainant will be requested to sign the final EEO Incident Report to acknowledge review and may place additional comments on the report or attach additional material if so desired.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1270  
**TOPIC:** DRUG FREE WORKPLACE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-1-01; 9-1-02  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department is committed to providing a safe and healthful workplace for employees. This commitment includes an environment free of drug and alcohol use by members.

### II. PROCEDURE

#### A. Alcohol and Drug Awareness

1. The City of Port Orchard and the Port Orchard Police Department will provide employees with information concerning:
  - a. Dangers of drug and alcohol use in the workplace;
  - b. The City's anti-drug policy and alcohol misuse prevention plan;
  - c. Availability of treatment and counseling for employees;
  - d. Penalties for violations of this General Order.
2. All supervisors will complete training for detecting signs and symptoms of drug and alcohol use on the job. Supervisors are obligated to document behavior and observations constituting reasonable suspicion for violation of this General Order.

B. Violation of any of the following guidelines is subject to disciplinary action up to and including termination, unless the conduct falls within the exceptions contained in this General Order.

1. No employee shall use, be under the influence of, store or possess unauthorized controlled substances.
2. No employee shall use or be under the influence of a legal drug (such as over-the-counter or prescription drugs) while performing department business, or while in or about a department facility or worksite, to the extent such use affects the safety of any employee or others.

- a. Employees shall inform their supervisor of any such potential situation.
  - b. Employees using such substances may be required to submit a physician's release for duty.
3. No employee shall unlawfully manufacture, distribute, or dispense controlled substances.
  4. Employees shall not report for duty or remain on duty:
    - a. with the odor of alcoholic beverage about their persons; or
    - b. with an alcohol concentration of .02% or greater; or
    - c. within four hours after consuming alcoholic beverages.
  5. No employee shall use or have in his or her possession any alcoholic beverage while on duty, nor purchase or consume alcoholic beverages while wearing any item of uniform apparel.
  6. Employees shall not store or bring alcoholic beverages into any Department facility or vehicle.
  7. No employee shall refuse to submit to an alcohol or drug test as provided for in this General Order, or City of Port Orchard Personnel Policy, nor tamper with any drug or alcohol test specimens, nor attempt to invalidate or interfere with the test and results in any manner.

#### C. Exceptions

1. Property and Evidence
  - a. The possession of alcoholic beverages or controlled substances as evidence or seized property is permitted.
  - b. Alcoholic beverages and controlled substances taken into custody by employees shall be tagged into the Property and Evidence Unit or otherwise properly disposed of prior to the end of the employee's tour of duty.

2. Training
  - a. Alcoholic beverages may be consumed by employees who are subjects in controlled drinking experiments approved by a supervisor as part of official department training programs or demonstrations.
  - b. Instructors may check controlled substances out from the Property and Evidence Unit for demonstration and field testing as part of official training courses approved by a supervisor.
3. Investigations
  - a. Alcoholic beverages may be purchased, possessed, and consumed in moderation when necessary for an undercover investigation, and approved in advance by a supervisor.
  - b. Other deviations from this General Order may be made when necessary, in the course of an investigation, and approved in advance by a supervisor.

#### D. Employee Drug and Alcohol Testing

1. Employees may be required to submit to drug or alcohol testing under the following circumstances:
  - a. Pre-employment Screening: Testing to determine drug use as a condition of employment as a police officer or other department employee.
  - b. Reasonable Suspicion: Testing to determine drug or alcohol use when a supervisor has reasonable suspicion that an employee is under the influence, based upon specific, contemporaneous, and articulable observations.
  - c. Return to Duty: Testing required prior to the return to duty following a positive test.
  - d. Follow-up: Testing at unannounced intervals for at least 12, but no more than 60 months following a positive test and return to duty.
2. The Department will follow the guidelines contained in city policy regarding relief from duty and use of leave.
3. Employee drug and alcohol testing procedures are contained in city policy.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1310  
**TOPIC:** CONTINUING TRAINING  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00; 1-31-05  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department is committed to the development of employees through continuing education and training. The department will provide in-service training, and will provide opportunities for advanced training at outside schools, conferences and seminars as resources allow. All officers are required to participate in continuing training to maintain and improve their knowledge, skill, and ability.

II. PROCEDURE

A. In-Service Training

1. All commissioned personnel are required to attend a minimum of 30 hours of training annually, which shall include mandatory sessions, and may include specialized courses and outside schools or conferences.
2. Some in-service training sessions will be designated as mandatory for all officers.
  - a. Officers may be excused from mandatory in-service training only for court attendance or with advance approval from the training sergeant.
  - b. Topics in mandatory in-service training each calendar year will include, at the minimum:
    - (1) Legal updates;
    - (2) Use of force;
    - (3) Firearms qualification;
    - (4) EVOC;
    - (5) Cultural diversity;
    - (6) Domestic violence; and
    - (7) Employee involved domestic violence.
3. A curriculum of non-mandatory training courses is offered during the year and covers a variety of specialized topics.
  - a. Employees interested in attending should complete a training request form to the Training Unit that includes approval from the employee's supervisors.

- b. After selections are made, employees will be notified whether they have been selected to attend.
4. All in-service training conducted or sponsored by the department will be accompanied by a lesson plan. The supervisor of the Training Unit shall review and approve lesson plans, which shall include, at a minimum:
  - a. A statement of learning objectives;
  - b. An outline of the topics presented during the training;
  - c. A description of the instructional techniques used;
  - d. Copies of any materials provided to students or tests administered.
5. Instructor Requirements
  - a. All training conducted or sponsored by the department will be instructed by persons who meet the following minimum qualifications:
    - (1) Certified instructor by the Washington State Criminal Justice Training Commission, or;
    - (2) Four years of law enforcement experience, including specific experience or training in the topic, or;
    - (3) A bachelor's degree in the subject to be instructed or a related field and two years of experience in the field; or
    - (4) Completion of an instructor development course.
  - b. These requirements do not preclude the use of guest lecturers, who may make a worthwhile contribution to training.
  - c. The qualifications of outside instructors will be evaluated by the Training Unit.

B. Outside Schools and Conferences

1. The department seeks to provide access to outside schools and conferences in an equitable manner, based on the needs of the

department and the career development goals of the employee.

2. The Training Unit maintains catalogs, notices, and materials concerning outside training opportunities.
3. From time to time, the department may seek applicants for attendance at a specific training event by posting notices, or employees may initiate a request independently.
  - a. Employees interested in attending outside schools and conferences must submit a training request form, which includes approval from the employee's supervisors. The application form is forwarded to the Training Unit.
  - b. Applications to attend outside schools and conferences will be considered by the chief of police, based on such factors as the costs, availability of funds, relevance of the training, quality of the course and instructional staff, and needs of the department and the employee. Employees will be notified whether they have been selected to attend.
4. If the training requires overnight travel, the chief of police must approve the travel, and funds must be obtained and accounted for following existing city policies.
5. After completing the training, employees are required to submit a general statement about the training to the Training Unit. The statement should include the number of hours of training, the instructors, and general topics covered. This ensures that the employee's training records are properly updated.
6. Compensation for attendance at outside schools, modification of work schedules, and reimbursement of expenses is governed by labor contracts.

#### C. Training Records

1. The Training Unit is responsible for maintaining and updating all employee training records.
2. A record is maintained of all in-service training sponsored by the department and includes:
  - a. Course content (lesson plans);
  - b. Names of employees attending;
  - c. Date and time of training;
  - d. Performance scores if applicable;
  - e. Name of the instructor(s);
  - f. Any written materials utilized.

#### D. Training for Specialized Assignments and Promotional Positions

1. All employees, upon promotion, shall receive appropriate training applicable to their new duties. The department shall also make available ongoing training in topics of supervision and management.
  - a. The training of promoted employees is the responsibility of the chief of police, with support from the Training Unit.
  - b. Training shall include on-the-job coaching and instruction by an incumbent in the position.
  - c. Police supervisors will attend and successfully complete required supervision or management training sponsored by the Washington State Criminal Justice Training Commission.
2. The following units, positions, or assignments require specialized training. The training sergeant shall ensure that personnel receive training appropriate to their field either prior to assignment, or as soon thereafter as practical, and at reasonable intervals during their assignment.
  - a. Internal Affairs
  - b. Non-lethal force instructor
  - c. Armorer/firearms instructor
  - d. Training Unit
  - e. SWAT Team
  - f. Detective / Investigations
  - g. School Resource Officer
  - h. Fatality accident investigator
  - i. Speed Measurement Technician
  - j. Breath Analysis Technician
  - k. Field Training Officer
  - l. Canine officer
  - m. Narcotics investigator
  - n. Traffic Enforcement
  - o. Motorcycle Officer
  - p. Reserve Coordinator
  - q. Bicycle Patrol
  - r. Bicycle Tactics Instructor
  - s. CAIU Officer
  - t. Peer Support Officer



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1320  
**TOPIC:** FIELD TRAINING PROGRAM  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-20-01  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department is committed to provide the City of Port Orchard with high quality professional police officers. The Field Training Program serves as a transition from academy training of new officers to their initial assignment. The purpose of the program is twofold: first, to provide new officers with practical field training and personal instruction; and second, to evaluate their performance in order to determine remedial training needs and assess their fitness for continued employment beyond the probationary period.

### II. PROCEDURE

#### A. Initial Academy Training

1. Entry level officers shall successfully graduate from a certified Washington law enforcement academy prior to being commissioned and engaging in any law enforcement duties.
2. Officers who have prior entry level training in another state must receive certification from the Washington Criminal Justice Training Commission.

#### B. Field Training Program Description

1. The Field Training Program will be administered by the Training Unit. An officer assigned to patrol will serve as the field training coordinator.
2. Recruit officers who successfully complete their academy training will advance to the FTO Program.
3. The program consists of several 4 week rotations during which recruit officers are assigned to different field training officers, in order to broaden their experience and exposure to a variety of shifts, areas, and individual FTO's.
4. Field training officers will evaluate recruit performance on a daily basis using the Daily

Observation Form. Standard evaluation guidelines are utilized by FTO's completing the daily evaluations.

5. Recruit officers are required to successfully complete scheduled unit exams with a minimum score of 75%.
6. A minimum acceptable level of performance is necessary before the recruit officer advances to the next phase of the program.
7. The final portion of the Field Training Program will consist of two-to-four weeks of final field training, during which the overall preparation of the recruit for retention and solo assignment will be assessed.
8. Total FTO Program time varies between approximately 12-16 weeks.

#### C. Field Training Officer Selection

1. Notice of the FTO selection process will be posted for 10 days. Information regarding the selection process will be placed on the job announcement. To be eligible for the position:
  - a. Officers must have two years of law enforcement experience, the most recent year as a Port Orchard Police Officer.
  - b. Officers must be assigned to uniformed positions with patrol functions prior to the FTO appointment date.
2. An application must be submitted to the Chief of Police.
3. Elements of the selection process for field training officers will be determined by the Chief of Police, and will include, at the minimum:
  - a. An assessment of the candidates' past performance;
  - b. An assessment of the qualifications that prepare the candidate for individualized training, coaching, and evaluation of new officers.
4. The Chief of Police will appoint FTO's to serve as the needs of the department dictate.

#### D. Responsibilities of Field Training Officers

1. Field Training Officers are responsible for the supervision and evaluation of assigned recruit officers. Additional duties include:
  - a. Counseling recruits on their job performance;
  - b. Identifying and communicating to the FTO coordinator problems with the recruit's job performance;
  - c. Making recommendations for remedial training;
  - d. Training recruits on unit curricula;
  - e. Participating in meetings scheduled by the FTO coordinator;
  - f. Meeting all reporting responsibilities that include completion of the Daily Observation Report.
2. Officers selected to serve as FTO's are required to successfully complete a state certified instructional program on the Field Training Program.
3. FTO's may be relieved of the assignment for good cause.

#### E. Field Training Coordinator

1. The FTO coordinator will serve under the direction of the sergeant of the Training Unit. The coordinator will assist the training sergeant with the following duties:
  - a. Monitoring the performance of FTO's relating to their field training duties;
  - b. Coordinating appropriate training for FTO's;
  - c. Counseling recruits and FTO's regarding their performance;
  - d. Developing and suggesting remedial training for recruits when necessary;
  - e. Scheduling the assignment of recruits to FTO's;
  - f. Monitoring the progress of recruit performance and maintaining records;
  - g. Making recommendations regarding the employment status of recruits.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1330  
**TOPIC:** FIREARMS TRAINING AND QUALIFICATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00; 2-17-04  
**REFERENCE:**

I. POLICY

All officers shall participate in a regular program of firearms training, and shall demonstrate proficiency with firearms. Officers must maintain proficiency as a requirement of employment.

II. PROCEDURE

A. The Training Unit will coordinate firearms training and qualification, and will manage the department firearms range.

1. A member of the Unit will serve as the armorer, and will be responsible for firearms training and qualification. The armorer will serve as the range officer, shall be a certified firearms instructor, and will receive training appropriate to the duties of the position.
2. The curriculum of training, proficiency tests, and qualification courses will be established by the Training Unit. Courses shall be designed to test officers' proficiency and ability to use firearms in accordance with established procedures and guidelines.

B. Frequency of Training and Qualification

1. Qualification will be held at least two times each calendar year. This will include day time and night time qualifications.
2. It shall be the responsibility of each officer to attend two qualification shoots and two tactical shoots each calendar year.
3. During each year, additional firearms training may be conducted.
4. Failure to appear or poor performance at any of these sessions will cause the Training Unit to contact the chief of police and recommend appropriate action to ensure firearms proficiency.

C. Nighttime Firearms Training

1. Night firing is essential in that the vast majority of fire fights involving police officers occur in poor light situations.
2. Officers will receive instruction and practice in night firing.
3. Night firing practice can include firing in total darkness, use of the flashlight while firing, firing with emergency lighting as illumination, and firing while in front of or behind headlights.

D. Shotgun, Rifle, Off-Duty, and Back-Up Weapons

1. Shotgun qualification will be conducted at least annually. All commissioned personnel who carry a shotgun will be required to attend.
2. Rifle qualification will be conducted at least annually. Officers who are authorized to carry rifles are required to qualify.
3. Off-duty and back-up weapon qualification is required annually.

E. Failure to Qualify

1. Any officer who fails to qualify with the service sidearm will be given three additional attempts.
  - a. These attempts shall be completed within 10 days.
  - b. If the officer still fails to qualify, the instructor shall schedule specialized training for that officer.
2. If the officer still has not qualified following the additional training, the instructor will immediately send a letter to the chief of police regarding the failure to qualify.
3. Upon receipt of the letter, the chief of police shall immediately relieve the officer of his weapon. The chief of police shall determine what course of action should be taken.

4. In the event of failure to qualify with the shotgun, rifle, back-up, or off-duty weapon, the officer is prohibited from carrying the weapon until successful qualification is achieved.

#### F. Firearms Range Use

1. The firearms range is provided for the use of Port Orchard Police Department officers. Any use by other persons or agencies requires the authorization of the chief of police or his/her designee.
2. Officers may use the range for practice during scheduled practice times approved by the Training Unit. Special times can be arranged by contacting the Training Sergeant. Off duty practice is voluntary, and is not compensated.
3. The range facility will maintain hours of 0900 – 2100, 7 days per week. Use of the range outside of these hours requires prior approval from the Chief of Police.
4. Officers may practice at the range off duty during open range hours. These hours will be 0900-2100, 7 days per week, unless in conflict with scheduled training or scheduled use by another agency.
5. Outside agencies requesting to use the range will:
  - a. Report to police headquarters to sign for the keys to the facility; and
  - b. Complete the range use log.

#### G. Range Safety

1. While at the range, officers will keep all handguns holstered unless otherwise instructed by a range officer.
2. All firearms are assumed to be loaded at all times.
3. Officers are encouraged to use the range with two or more persons, so an observer is available.
4. All persons participating in range activities shall wear eye and ear protection.
5. Alcoholic beverages are prohibited in the range facility.
6. Body armor must be worn while using the police range, whether actually participating or observing.
7. Range safety rules are posted at the range facility and must be strictly adhered to. Any violation of the range safety rules will be cause for removal from the range and/or disciplinary action.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1340  
**TOPIC:** NONLETHAL FORCE TRAINING  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00; 2-17-04  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will provide officers with pre-service and ongoing instruction in the use of force. The purpose of use of force training is to attain a level of proficiency that encourages less resistance and allows each officer to protect himself and the community in the safest and most appropriate manner possible.

### II. PROCEDURE

- A. Non-lethal force training is the responsibility of the Training Unit, and will be coordinated by an officer assigned as the non-lethal force instructor.
- B. The department will provide officers with training which may include the following areas:
  - 1. Baton;
  - 2. Lateral vascular neck restraint (LVNR);
  - 3. Pressure point control tactics;
  - 4. Aerosol oleoresin capsicum (OC);
  - 5. Handcuffing and restraint use;
  - 6. Weapons retention;
  - 7. Medical considerations in use of force;
  - 8. Use of force policy.
- C. In addition, some officers will be trained in the following areas:
  - 1. Impact munitions;
  - 2. Taser guns.
- D. The Training Unit will maintain a detailed manual which covers these topics. This manual contains the curriculum and standard practices of the department in the use of non-lethal force. Copies will be available to officers for training and review.
- E. It is the department's intent that each officer become skilled in each technique and topic. Therefore, all officers are required to participate in regular non-lethal force training.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1410  
**TOPIC:** RECOGNITION AND AWARDS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00; 3-19-03  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department seeks to recognize commendable performance by employees. The purpose of this General Order is to describe the formal process for employee recognition.

II. PROCEDURE

A. Several means may be utilized to formally recognize employees for outstanding performance. In some cases, it is entirely appropriate for performance to be recognized in more than one way.

1. Employee Incident Report (EIR): The EIR is used to document exceptional performance, and should be completed by the employee's supervisor whenever outstanding work comes to his or her attention, even when the performance results in some other form of recognition as well.
2. Letter of Commendation: From time to time, the chief of police will issue a personal letter of commendation for excellent performance. Supervisors may request that the chief consider a letter for a subordinate by contacting the chief's office.
3. Port Orchard Police Department Awards: The department maintains a system of formal awards, administered by the Awards Committee.

B. Departmental Awards

1. The Port Orchard Police Department Awards Committee will administer a program of awards and recognition for POPD employees. The Awards Committee will:
  - a. Be chaired by the chief of police or his designate;
  - b. Be comprised of the chair and five voting members (four commissioned, one civilian);

- c. Establish its own bylaws and operating procedures, subject to approval by the chief of police.
2. The Awards Committee will receive nominations from employees and bestow the following awards, in order of precedence:
  - a. Police Medal of Valor: Awarded to officers who voluntarily distinguish themselves through a conspicuous act of gallantry and heroism, in circumstances where the officer was fully aware of the threat and acted above and beyond the call of duty at the risk of life and limb.
  - b. Meritorious Conduct: Awarded for heroic deeds of courage at risk of personal safety, or for meritorious service above and beyond the call of duty in assignments of great responsibility.
  - c. Life Saving: Awarded for saving a human life, or for valiant life saving efforts, even though the victim may perish. This award may be bestowed with any other award, if merited.
  - d. Exceptional Duty: Awarded for excellence in police work, or outstanding performance of duties under unusual, complicated, or hazardous conditions. Also awarded for outstanding performance over a prolonged period of time or for designing and implementing exemplary problem solving projects in cooperation with the community.
  - e. Civic Achievement: Awarded for exemplary performance in voluntary off-duty community service or civic affairs.
  - f. Safe Driver: Awarded to employees who have had no preventable accidents, as determined by the Safety Committee, at three year increments. Employees who operate vehicles for at least half of their work time are eligible.
  - g. Marksmanship: Awarded to officers who have maintained a sidearm qualification score of at least 90% for two consecutive daytime qualifications.

3. Each of these awards will be recognized with a suitable plaque or certificate, and will be accompanied by an award ribbon which may be worn as part of the uniform.

be presented at the department awards ceremony, whenever possible. Any employee may nominate a citizen (including a POPD volunteer) for this recognition.

#### C. Other Department Recognition

1. Community Events Recognition: The chief of police will choose an officer who has demonstrated exemplary service to represent the department at special community events where the event holder has requested an officer to represent the department. At the chief's discretion, one officer may be chosen to attend all events for the year or a different officer may be chosen for each event.
2. Line of Duty Death: The Awards Committee will select an appropriate medal or token to be presented with a coffin flag to the survivors of any officer killed while on duty or in the performance of a law enforcement function while off-duty. Officers killed in the line of duty are eligible for any other department award, which may be bestowed posthumously.
3. Career Service: The Awards Committee will bestow an appropriate plaque or other token of appreciation upon employees who retire from service.
4. Physical Fitness: The Awards Committee will present a specially-designed T-shirt or other token to employees who participate in the annual assessment. The Awards Committee will present an award ribbon to employees who during their participation achieve the highest standards established for the department's physical assessment.
5. K-9 Service: The Awards Committee may present a suitable token of recognition to a police dog and its handler when the dog is killed or disabled in the line of duty, or retires from service.

#### D. Recognition for Members of the Public

1. Letter of Appreciation: Employees may request that a letter of appreciation be sent to a citizen to acknowledge their service or assistance to the department. These requests should be forwarded to the requesting employee's supervisor. Several sample letters are available from the chief's office or the Operations Division office.
2. Citizen's Certificate of Merit: The Awards Committee may bestow a certificate upon a citizen whose actions merit recognition by the police department. These certificates will



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1415  
**TOPIC:** PERFORMANCE EVALUATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01; 9-18-02  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department will maintain a system of employee performance evaluation in order to provide information to employees about their performance, to assist in personnel decisions, and as a means of improving work performance.

### II. PROCEDURE

#### A. Frequency of Evaluation

1. All employees will be evaluated at least annually.
2. Evaluations will be conducted based upon the employee's anniversary date for their most current rank.
3. New employees and promoted employees will be evaluated after 6 months of service on the job or in the new position. Those employees will then be evaluated at the one year anniversary as well. After that, evaluations will be conducted annually.
4. The rating period comprises the time from the previous evaluation until the present evaluation due-date.

#### B. Evaluation Forms and Task Descriptions

1. The department will maintain forms for rating employee performance that reflect the content of the employee's job.
  - a. These forms include a basic job description of major responsibilities and tasks of the position.
  - b. With notice to the employee at the beginning of a rating period, supervisors may change or customize the employee's evaluation job description of responsibilities and tasks, by means such as:
    - (1) Adding responsibilities or tasks which are unique to the individual employee;

- (2) Deleting responsibilities or tasks which the employee does not perform.

#### C. Evaluator Requirements

1. Evaluations will be conducted by the employee's immediate supervisor. The evaluation shall be a collaboration of the employee's supervisors for the rating period.
2. All supervisors will receive training in the rating process as part of their required supervisory training.
3. The rater will seek and consider input from supervisors who are knowledgeable about the employee's performance, if any.
4. As part of their own evaluation, supervisors who evaluate employees will themselves be rated on the task of evaluating the performance of their subordinates.

#### D. Evaluation Procedures

1. Each rating begins with a pre-rating period interview. This will ordinarily be conducted as part of the preceding rating interview.
2. During the pre-rating interview, supervisors shall:
  - a. Explain the evaluation job description to the employee;
  - b. Note any special expectations for performance during the upcoming rating period;
  - c. Discuss or negotiate any changes in the evaluation job description.
3. Supervisors are expected to provide timely feedback to employees throughout the rating period. Exceptional performances should be documented with an Employee Incident Report.
4. The supervisor will document unsatisfactory performance, and actions necessary for the employee to improve his or her performance. Written notification will be given to the employee at least 30 days prior to the end of the rating period.

5. Prior to the due date for the evaluation, the supervisor shall complete a proposed evaluation. In addition to numerical rating, supervisors should document exceptional performance through narrative comments on the evaluation forms. Additional comments may be submitted on a supplementary memorandum.
  6. Rating Interview
    - a. The rating supervisor should schedule a time and date for an evaluation interview with the employee in advance.
    - b. At the evaluation interview, the supervisor shall present the rating to the employee for review, explain the evaluation, and discuss noteworthy areas of performance.
    - c. The supervisor shall also counsel the employee on career goals.
    - d. Supervisors shall take into consideration any information presented by the employee, and may make changes in the rating if both the supervisor and employee agree.
    - e. The employee may note any comments in the space provided, or in a memorandum, and shall sign the evaluation.
  7. All evaluations will be reviewed and signed by the employee's supervisor and the chief of police, any of whom may add narrative comments.
  8. A copy of the completed performance evaluation and any attachments will be returned to the employee, and a copy retained in the employee's personnel file.
3. This General Order does not prohibit any employee from providing general information about the character and qualities of an employee or former employee as a personal reference.

#### E. Release of Personnel Information

1. All requests for employment or performance information concerning current or former employees shall be referred to the Chief Examiner of the Civil Service Commission. No other employee shall release any such information, including any information about the circumstances under which a former employee left the department.
2. If an outside request is accompanied by a waiver from the employee or former employee, the Civil Service Examiner will release any or all written material from the personnel file. A copy of the waiver and notation of the release will be retained in the personnel file.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1420  
**TOPIC:** STANDARDS OF CONDUCT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-24-00; 1-31-05  
**REFERENCE:**

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1. Employees shall observe, obey, and refrain from committing any acts or omitting any acts that violate:
  - a. Federal, state, or local laws;
  - b. The written directives of the Port Orchard Police Department;
  - c. Lawful orders of superior officers, including any order from a superior officer relayed by a member of equal or lesser rank. Members shall not obey any order from a superior officer that they know would require them to commit an illegal act.
2. Employees shall treat superiors and subordinates with respect and shall be courteous and civil to co-workers at all times.
3. Employees will be courteous and tactful in the performance of duties, and shall refrain from the use of insolent language or profanity with the public. Employees will not express any prejudice concerning sex, sexual orientation, race, ethnicity, religion, politics, national origin, or personal characteristics.
4. Employees shall report for duty at the time and place required, ready to assume their duties, and will not be absent without proper leave or permission. Employees shall not leave their work assignment during a tour of duty without the permission of a supervisor.
5. Smoking is prohibited in all department buildings and facilities, and in all department vehicles. Employees shall not smoke in other prohibited areas; while in formation; while on a special detail; or while engaged in traffic or crowd control. Employees shall not smoke while in direct contact with the public, unless permission has been sought and received from those present.
6. Employees shall not depart from the truth in making reports, affidavits, court documents, in giving testimony, or in connection with any official duties, except the use of deception in criminal cases is acceptable with great caution following these guidelines:
  - a. Deception may be used during an interrogation, pursuant to the guidelines of General Order 1770, "Interrogation of Suspects";
  - b. Deception may be used during police investigations where the safety of the officer or integrity of the investigation requires.
  - c. Deception may never be used to coerce an individual to waive their right to remain silent, coerce a consent to search, or to coerce waiver of any other statutory or constitutional right.
7. When required to do so, employees will make full, accurate, and truthful reports, both written and verbal.
8. The official business of the department shall be treated as confidential and members shall observe the following:
  - a. The identity of complainants, suspects, informants, witnesses or defendants must be protected. Their identities should be released to persons outside the Department only when authorized by department General Orders and laws on disclosure.
  - b. Employees are prohibited from using department information for their own or another's personal benefit or interest.
9. Employees shall not use their position or authority to advance personal interests.
10. Subject to reasonable discretion and the guidelines of these General Orders, officers shall take prompt and proper police action relative to violations of any laws or ordinances coming to their attention.

11. Employees acting in an official capacity shall not endorse, recommend or suggest a specific attorney, law firm, or business.
12. Employees shall not attend to their personal affairs while on duty.
13. Employees shall not convert any department property, evidence, or found property to their own use.
14. Except when representing the department, employees will not serve civil process or render assistance in civil court cases, unless the City of Port Orchard is a party, or they have been subpoenaed in the proper manner.
15. Any employee becoming a party involved in a civil lawsuit relating to performance of duty; or arrested, cited, or charged with a crime, shall immediately notify their supervisor and shall report the circumstances of the involvement to the chief of police in writing within twenty-four (24) hours of becoming so involved.
16. Employees with knowledge or information about any law enforcement agency employee that has been involved in any act of domestic violence whether reported or not reported or any act of domestic dispute in which a law enforcement official or agency responded or was notified shall immediately notify their supervisor and shall report the circumstances of the involvement to the chief of police in writing within twenty-four (24) hours of becoming so involved. Employees who disclose that they have personally engaged in criminal acts of domestic violence are not entitled to confidentiality.
17. Employees who are victims of domestic violence are encouraged to request assistance, but are not subject to disciplinary measures for failing to report their abuse.
18. Employees should be alert to the likelihood of victim or witness intimidation related to employee involved domestic violence incidents and shall immediately take appropriate action including but not limited to immediately reporting the incident to their supervisor, followed by a written report to the chief of police within twenty-four (24) hours.
19. Any supervisor notified in accordance with rule #16 above shall continue such notification up the remaining department chain of command.
20. Any employee who becomes the subject of an investigation for child abuse or neglect, or becomes subject to an order under RCW 26.44.063 or RCW 26.50 or any equivalent order issued by another state or tribal court, shall immediately report the fact to their supervisor and shall report the circumstances of the involvement to the chief of police in writing within twenty-four (24) hours of becoming so involved and shall include a copy of any order or notices of court dates, appearances and proceedings received by the employee.
21. Employees shall conduct themselves at all times, both on and off-duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming a police officer shall include that which brings the department into disrepute or reflects discredit upon the employee as a member of the department, or that which impairs the operation or efficiency of the department or employee.
22. Employees are required to have a telephone and shall report a change of address or telephone number to their supervisor within 24 hours.
23. While it is not the intention of the department to unjustly or unlawfully restrict the political activities of employees, it remains necessary to assure that certain types of involvement are restricted in order that no partisan activity conflicts with the department's mission or individual objectives. Employees are prohibited from:
  - a. Using their official capacity or in department uniform to influence, interfere with or affect the results of an election.
  - b. Otherwise participating in public affairs to the extent that such endeavors impair the neutral and efficient performance of official duties or create real or apparent conflicts of interest while on duty or in the department uniform.
24. Employees shall not accept money or payment for any fines.
25. Employees shall not gamble or make wagers for stakes while on duty or in any department facilities or department uniform.
26. Employees shall not sleep while on duty, except in emergency situations when sleep breaks are approved by a supervisor.
27. Employees may be assigned department vehicles, lockers, desks, cabinets and cases for the mutual convenience of the department and

its personnel. Employees are warned that the retention of personal items in such containers or facilities is at the risk of the employee and the department will not be responsible for any losses. Personnel may be required to provide entry to such places for inspection.

28. When taking enforcement action, any officer not in uniform, on or off duty, must identify himself or herself and show his or her badge and/or commission, unless to do so would create a hazard to the officer or others.
  29. Members shall refrain from engaging in any conduct which reflects discredit upon the city service or is a direct hindrance to the effective performance of the municipal government functions. The actions listed below shall be considered good cause for disciplinary action against any officer or employee of the department, though charges may be based upon causes and complaints other than those listed.
    - a. Habitual use of intoxicating beverages to excess or the use of narcotics.
    - b. Has been adjudged guilty of a felony or a misdemeanor involving moral turpitude.
    - c. Employees shall not drink intoxicating liquor of any kind while in uniform. The odor of liquor on the breath of an employee while on duty may be cause for discipline. Employees shall not be in uniform while under the influence of intoxicants. Any employee who appears to be under the influence of intoxicants while on duty or in uniform shall be required to submit to a breathalyzer or certified preliminary breath test if requested by a superior officer. A breathalyzer or preliminary breath test reading in excess of .02 percent shall be cause for discipline. Refusal to submit to the requested test while on duty or in uniform shall be sufficient cause for discipline.
    - d. Offensive conduct or language toward the public or toward city officers or employees.
    - e. Has been guilty of insubordination or any conduct unbecoming to an officer or employee of the city, either on or off-duty.
    - f. Incompetence to perform the duties of his position.
    - g. Damage to or negligence in the care and handling of city property.
    - h. Violation of any lawful and reasonable regulation made or given by his superior, where such violation or failure to obey amounts to an act of insubordination or a serious breach of proper discipline; or results, or might reasonably have been expected to result, in loss or injury to the city, or to the public.
  30. Employees shall wear seatbelts while operating or riding in a City owned or leased vehicle.
  31. No employee shall possess as a police function, a key to any business or other premise, unless approved by the chief of police.
  32. No member shall engage in any fund raising activity in behalf of the department, or allow his official position/name to be used in any fund raising activity for any cause, without approval of the chief of police.
  33. All official correspondence written to outside agencies or persons shall be approved by a supervisor or the records manager.
  34. Employees who are immediate family members shall not be permitted to work in a supervisor-subordinate relationship.
  35. Employees shall not accept free or discounted goods and services, gratuities, or favors that would not be offered if he or she were not an employee. Token gifts of nominal value which would not tend to influence the employee in the performance of duty may be accepted, and may be retained by the employee with written
- i. Willful violation of these rules.
  - j. Has induced or attempted to induce any officer or employee in the city service to commit an illegal act or to act in violation of any lawful and reasonable departmental or official regulation or order or has participated therein.
  - k. Solicitation or receipt from any person, participation in any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.
  - l. Use or attempted use of personal or political influence or bribery to secure an advantage in an examination or promotion, leave of absence, transfer, change of grade, pay, or character of work.
  - m. Failure to pay just debts, thus causing embarrassment to the city.
  - n. Absence from duty without leave contrary to these rules, or failure to report after leave of absence has expired, or after such leave of absence has been disapproved or revoked and canceled by the proper authority. Absence without leave for three or more days shall be construed to be a voluntary termination of employment.

approval from the chief of police. Any employee receiving such a token must report this information to the chief of police promptly in writing.

36. Department telephones are for official business. Employees may make a reasonable number of short local personal calls during work hours, if this does not interfere with their work or the efficient operation of the department. Employees shall not bill personal long distance telephone calls to the department's expense. Exceptions may be approved in emergencies by a supervisor, however any expense must be reimbursed by the employee. All personal calls made on department cellular phones shall be at the employee's expense and must be reimbursed to the City.
37. The use of City or department mail services, computers, software, on-line services, and similar communications and information services for personal purposes is prohibited unless authorized by the chief of police. Employees shall refrain from any unprofessional electronic communications. Employees shall not maintain any City owned computer equipment at their personal residence without prior approval of the chief of police.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1425  
**TOPIC:** CODE OF ETHICS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-24-00  
**REFERENCE:**

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I. POLICY

The Port Orchard Police Department adopts the International Association of Chiefs of Police Law Enforcement Code of Ethics, with minor modification. All officers are required to adhere to its principles.

LAW ENFORCEMENT CODE OF ETHICS

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

I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land 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, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession-law enforcement.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1427  
**TOPIC:** RACIAL PROFILING  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00  
**REFERENCE:**

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I. POLICY

The Port Orchard Police Department is committed to the philosophies of Community Policing. Community policing requires that the Police and the Community enter into Partnerships. These Partnerships, in turn, require that the Police and the Community have confidence in each other.

II. PROCEDURE

- A. Police officers will not suspect a person of criminal behavior, solely on the basis of their race. This practice, known as "Racial Profiling", is a harmful presumption that encourages incorrect stereotypes about people. It is also a violation of a person's civil rights and against the law.
- B. The Port Orchard Police Department rejects and will not accept any form of "Racial Profiling".
- C. The Port Orchard Police Department will continue to focus on effective Community Policing strategies that are based on lawful procedures that build partnerships with neighborhoods and community-based organizations.
- D. The impact of crime often affects some Port Orchard neighborhoods disproportionately. A crime infected neighborhood is also a neighborhood of countless victims.
- E. Officers and employees will remain sensitive to the needs of all victims, including the non-reporting victims.
- F. To deter crime and protect against criminal activities, the Port Orchard Police Department must and will use all lawful means to detain people and vehicles during investigations.
- G. Officers will use aggressive patrol tactics properly and respectfully to protect all of our citizens.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1430  
**TOPIC:** INTERNAL INVESTIGATIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00; 11-25-09  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department maintains a system for internal investigations into alleged or potential misconduct by employees. The department will conduct thorough, impartial, and timely internal investigations; take appropriate disciplinary action when misconduct is revealed; and respect the rights of the employees and citizens involved.

### II. DEFINITIONS

- A. Chief: That person holding the Office of Chief of Police, or that person whom the chief of police has designated to carry out the functions and duties of the chief of police as set forth in this policy.
- B. Allegation: A report of employee misconduct, either oral or in writing, that an officer or employee has engaged in misconduct.
- C. Complaint of Misconduct: A written statement setting forth allegations of any General Order, policy, regulation, rule, or procedure of the Port Orchard Police Department; the violation or attempted violation of any Federal Code or Washington State Statute; or the violation or attempted violation of any local or county ordinance.
- D. Formal Statement: Statements taken from any person or officers after initiation of a formal investigation.
- E. Officer: Any full-time, part-time, or reserve officer of any rank employed by the Port Orchard Police Department.
- F. Employee: Any full-time, part-time, or volunteer employed by the Port Orchard Police Department.

### III. PROCEDURE

#### A. Receipt of Complaints

1. All persons wishing to report officer or employee misconduct shall be referred to the on-duty supervisor of the employee

against whom the report will be made. If the employee's supervisor is not available, the reporting person will be referred to the supervisor on duty, police Commander, or the Chief of Police.

2. Complaints will be accepted from any source.
3. Any department employee who has personal knowledge of misconduct, or has credible information, shall make a report in accordance with these procedures.
4. If the complainant wishes to remain anonymous, the supervisor documenting the complaint shall forward the complaint to the Commander or Chief of Police for disposition.
5. The supervisor shall complete an employee incident report, which includes:
  - a. Complainant's name and personal information.
  - b. Type of complaint and brief summary of the allegations.
  - c. Location, date and time the incident occurred.
  - d. Employee allegedly involved.

#### B. Classification of complaints

1. Complaints will be classified in general categories and designated as level 1 or level 2.
2. Level 1 complaints are of a serious nature, and are investigated by the Commander, or person designated by the Chief of Police. These are classified as Internal Affairs and Administrative investigations. Examples include:
  - a. Excessive Force
  - b. False arrest
  - c. Harassment
  - d. Discrimination
  - e. Serious or criminal misconduct
  - f. Commission of a criminal offense
3. Level 2 complaints are of a minor nature, and are investigated by the employee's supervisor. Examples include:

- a. Discourtesy
- b. Minor procedural violations
- c. Minor conduct problems
- 4. The Chief of Police has the final authority to determine the classification of the complaint. The following criteria may be considered in classifying a complaint as level one or level two:
  - a. Severity of the alleged misconduct;
  - b. Any obvious mitigating or aggravating circumstances;
  - c. The severity of disciplinary action which might reasonably be anticipated if the allegations in the complaint are proven;
  - d. The past conduct of the employee involved.

C. Level 2 complaint investigation

- 1. The employee incident report will be assigned to the employee's supervisor for investigation, and the control copy shall be sent to the Commander.
- 2. The supervisor's investigation shall include
  - a. Review of any reports related to the incident;
  - b. Interview of the involved employee
  - c. Interview of all witnesses;
  - d. Re-contact with the complainant to advise final disposition, if requested;
  - e. All other investigative steps needed to complete the investigation.
- 3. The employee incident report and all additional attachments will be submitted to the Commander for review and retention, in accordance with General Order 1440, "disciplinary Action." A copy of the completed report will be forwarded to the employee.
- 4. The Chief of Police retains the authority to accept the findings, reach another finding, or direct additional investigation

D. Level 1 complaint investigation

- 1. Level 1 complaints will be classified as Internal Affairs complaints. The Commander will investigate level 1 complaints
- 2. The complainant will be requested to sign a complaint statement.
- 3. Department employees who are the subject of a level 1 complaint will be notified with a letter, and a copy sent to their immediate supervisor.

- 4. Upon receipt of this letter, the employee is required to contact the Commander to schedule an interview to be held within five days of the notification
- 5. When ordered by the Chief of Police, employees shall submit a complete written report concerning the incident-giving rise to the complaint, to the Commander within five days of the order.
- 6. The following guidelines apply to level 1 complaint interviews
  - a. Efforts should be made to conduct interviews of officers or employees during their regular duty hours at the Port Orchard Police Headquarters.
  - b. The subject of the interview may have representation, such as an attorney or union representative present for this interview.
  - c. The subject of the complaint may be read the "Garrity" warning prior to questioning.
  - d. Reasonable rest breaks will be permitted.
  - e. If "Garrity" warnings are read to the employee, any information obtained from the employee statements will not be provided to criminal investigators.
  - f. Any employee-interviewed off-duty is entitled to overtime pay.
  - g. Investigations will be in accordance with the specific labor agreement.
- 7. Disposition of level 1 complaints
  - a. The Commander will prepare a detailed investigative report concerning the findings, and will make one of the following dispositions:
    - (1) Unfounded: The investigation conclusively established that the act-giving rise to the complaint did not occur.
    - (2) Exonerated: The investigation showed that the act-giving rise to the complaint occurred, but the actions of the employee were justified, lawful, and proper.
    - (3) Sustained: The investigation conclusively proved the allegation.
    - (4) Sustained on policy: The investigation disclosed a lapse in the department directive system, rather than misconduct of the employee.
    - (5) Not sustained: The investigation could not conclusively prove or disprove the allegation.

- b. The investigative report will be forwarded to the Chief of Police who may accept the disposition, make another finding, or direct further investigation.
  - c. The employee will be notified of the disposition in writing. A copy of this finding will be sent to the employee's immediate supervisor.
  - d. If this complaint was initiated by a citizen, they will be notified of the disposition by letter to be held 10 days or until there is a court disposition if applicable.
8. Sustained Complaint Hearing
- a. Upon recommendation of sustaining a level 1 complaint, the Chief of Police shall schedule an administrative hearing. The employee may waive the hearing in writing to the Chief of Police.
  - b. Counsel and one other representative may represent the employee.
  - c. The employee's supervisors, police department legal representative, and others designated by the chief of police may attend the hearing.
  - d. The Commander or his representative will present their findings, and the employee may present any evidence, rebuttal, or other statement.
  - e. The Chief of Police shall determine whether the complaint is sustained, and the corrective action to be taken, if any.
- E. Other investigations
- 1. The Chief of Police may order an investigation into alleged criminal conduct by employees. The criminal investigation will be separate from the internal, level 1 investigation. The purpose of the criminal investigation is to determine if a crime has been committed, if the employee is responsible, and to collect evidence for prosecution.
  - 2. Provisions of this General Order regarding notification to employees may be abrogated when such notice would jeopardize a criminal investigation.
  - 3. The Chief of Police may designate an outside agency to conduct a criminal investigation when an employee is allegedly involved, and appoint the Commander or his designate to function as a liaison with the outside agency during the investigation.
- F. Other investigations
- 1. Civil claims and lawsuits against the department or its personnel may be investigated to determine the circumstances giving rise to the action, for the sole purpose of defending the lawsuit.
  - 2. The Chief of Police may initiate internal investigations for the purpose of fact-finding, concerning employee conduct, procedures, or any other issue.
  - 3. While these investigations may follow the general format of complaint investigation outlined in this General Order, the Chief of Police retains the fundamental management right to examine employee and department performance.
- G. Records of Internal Investigations
- 1. The Commander is responsible for the safekeeping, maintenance and retention of Internal Affairs files and records.
  - 2. Internal Affairs files, records, and investigative reports are for internal administrative purposes of the department, and shall not be released or maintained outside the department except as required by court order or labor agreement.
  - 3. Access within the department will be restricted to those persons with a need to know the content of the files, based on some part in the Internal Affairs or discipline process. The Chief of Police must approve access.
  - 4. The department shall comply with all provisions of labor agreements concerning the maintenance and retention of Internal Affairs records.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1440  
**TOPIC:** DISCIPLINARY ACTION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-24-00; 12-20-00; 11-25-09  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department has adopted a system of disciplinary action as a means for educating or counseling employees about their performance and professional responsibility, as well as correcting employee behavior. Disciplinary action will be thoroughly documented, fairly and impartially administered, and commensurate with the violation.

### II. PROCEDURE

#### A. Cause for Disciplinary Action

1. The following violations are cause for disciplinary action:
  - a. Violations of law;
  - b. Violations of supervisory orders;
  - c. Violations of department written directives.

#### B. Responsibility for Initiating Disciplinary Action

1. Any supervisor becoming aware of a violation is responsible for initiating disciplinary action.
2. All supervisors have the authority to discipline verbally or in writing. Supervisors are empowered to immediately relieve from duty with pay any subordinate who commits a violation necessitating immediate suspension or who is physically or emotionally unable to discharge his or her duties.
3. Authority to suspend without pay, demote, or discharge is vested in the Chief of Police.
4. The Chief of Police shall make all final departmental determinations in any instance of disciplinary action, based on the circumstances of the incident, a review of records and reports, and the recommendations of supervisors.

#### C. Disciplinary Investigation

1. Whenever a supervisor believes that an in-depth investigation is necessary to determine if a violation has in fact occurred, he shall confer with the Commander, or in his absence, the Chief of Police to determine the scope of any necessary investigation.
2. Investigations are not normally appropriate when the violation is evident and undisputed, and supervisors should not delay the initiation of disciplinary action in such circumstances by unneeded investigation.
3. An investigation by the Commander, as a level 1 complaint, may be initiated at the direction of the Chief of Police, following the guidelines of General Order 1430, "Internal Investigations".

#### D. Levels of Disciplinary Action

1. Education: Notification, education, and advice to the employee when the violation was very minor. Education is appropriate when the conduct was, unintentional, the result of a lack of knowledge, or involved slight negligence.
2. Warning: An official admonition to the employee when the violation was minor in nature and consequence but was intentional or involved a greater degree of negligence.
3. Reprimand: Official censure when the violation was serious and intentional, or involved substantial negligence.
4. Suspension: Official censure and the enforced loss of duty hours when the violation was severe and intentional, or involved gross negligence.
5. Termination: Censure and termination of employment when the violation was so grave that continued employment would affect the operational effectiveness of the department.

#### E. Determining the Level of Disciplinary Action

1. The following factors will be considered in determining the appropriate level of disciplinary action for a given violation:
  - a. Severity of the violation itself;
  - b. The employee's general past performance and work history;
  - c. Action taken in similar circumstances for the same violation.
2. The department will employ "progressive discipline", that is, repeated similar violations will result in an increasing level of disciplinary action, even when the individual violation would not ordinarily warrant the higher level of disciplinary action.
3. Mitigating and aggravating circumstances will be considered:
  - a. The character of the violation as intentional or inadvertent;
  - b. The actual or reasonably foreseeable consequences of the violation;
  - c. The prevailing conditions and circumstances at the time of the violation.

#### F. Documentation and Reports

1. All disciplinary action will be thoroughly documented by supervisors on the Employee Incident Report or Personnel Action Report, and other attachments that may be needed.
2. Supervisors will use the Employee Incident Report for action in the category of education or warning.
  - a. The supervisor will complete the information section at the top of the form.
  - b. The control number should be left blank, to be completed once the form is routed to the Commander.
  - c. The supervisor will mark the type of action (education or warning.)
  - d. The supervisor will complete a summary of the incident, attaching additional memoranda or documentation if needed.
  - e. The supervisor will then complete the disposition section of the form and will have the employee-involved initial and date the form in the space provided.
  - f. The employee, after initialing the form, will be given a copy of the form by the supervisor. The supervisor will deliver the original form to the Commander.

3. Supervisors will use the Personnel Action Report for action at the level of reprimand or greater.
  - a. The supervisor shall complete the informational and narrative sections and attach any additional documentation.
  - b. The disposition level at the top of the form will be left blank.
  - c. The employee may make comments in the section provided for that purpose and shall initial the report to indicate that he or she has read the report.
  - d. The form will then be delivered to the Commander.
  - e. The Chief of Police will then make a determination as to the level of discipline.
  - f. The Personnel Action report will then be presented to the employee who will initial the final action.
4. Maintenance of Disciplinary Records
  - a. A copy of all Personnel Action Reports will be maintained in the employee's personnel file.
  - b. A copy of all Employee Incident Reports in the categories of education, warning, or commendation will be maintained in the employee's personnel file. All other EIRs will be maintained in the office of the Commander.
  - c. Employee Incident Reports which are disposed of as an Education or Warning may be purged after one year.
  - d. Personnel Action reports which are disposed of as reprimands may be purged after three years.
  - e. All other Employee Incident Reports and Personnel Action Reports shall remain a part of the personnel file.
  - f. Employees are responsible for requesting, in writing, that their personnel files be purged. Purged reports will be returned to the employee if requested.

#### G. Administrative Hearings

1. When suspension or termination is contemplated as a possible outcome of disciplinary action, the Chief of Police will schedule an administrative hearing.

2. The purpose of the hearing is for the employee to have an opportunity to be advised of the facts and circumstances surrounding the proposed action, and an opportunity to contest any information, present any rebuttal, or make any remarks for consideration prior to the disciplinary action.
3. The supervisor who initiated the action and other supervisors in the employee's chain of command may be required to attend.
4. The employee shall attend, and may be represented by any other person of his or her choice, including legal counsel.
5. Following the presentation and discussion, the Chief of Police will make a determination on the proposed disciplinary action and level of discipline.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1450  
**TOPIC:** DRESS CODE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 2-17-04; 7-15-08  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department establishes these standards of dress and grooming in order to present an appearance that instills confidence and respect. The chief of police is the final authority for interpretation and decisions pertaining to grooming standards and dress code.

### II. PROCEDURE

#### A. Grooming Standards for All Employees

1. Employees shall maintain a neat and clean personal appearance.
2. Extreme or gaudy styles or items are prohibited.

#### B. Grooming Standards for Commissioned and Uniformed Employees

1. Hair
  - a. Hair shall be worn in a conservative and unobtrusive style, away from the face, and in a manner which does not interfere with vision or police headgear.
  - b. Men's hair shall extend no more than two inches from the head, and shall cover no more than the top half of the ear.
  - c. Women may wear longer hair, up to five inches below the shoulder, but when wearing headgear, hair below the shoulder must be pulled back or underneath the hat.
2. Facial Hair
  - a. Mustaches shall not extend more than ½ inch beyond the lower lip, nor more than ½ inch beyond the corner of the mouth.
  - b. Sideburns shall not extend below the middle of the ear, nor be wider than 1½ inches.
  - c. Beards and goatees are prohibited.

#### 3. Jewelry, Accessories & Tattoos

- a. Employees may wear small, non-dangling earrings, with a maximum of one per ear.
- b. Body piercings, other than those described above, will not be worn in a manner visible to others. Tongue piercings may not be worn while on duty.
- c. Unobtrusive rings and wristwatches may be worn.
- d. Bracelets and necklaces worn by uniformed personnel must not be visible, except for medic-alert bracelets.
- e. Eyeglasses or sunglasses of a conservative style may be worn.
- f. Decorative hair accessories may not be worn in uniform.
- g. Unauthorized ornaments shall not be worn on the uniform.
- h. Tattoos shall be covered so not to be visible to others. If the tattoo is below the sleeve of a short sleeve shirt, the officer or employee will be required to wear a long sleeve shirt to conceal the tattoo or a tattoo cover approved by the chief of police.

#### C. Uniform Specifications for Commissioned Officers

1. The following issued items constitute the uniform:
  - a. Headgear: Regulation hat, winter hat, or jacket hood.
  - b. Shirts: Department-issued long sleeved and short sleeved shirts. Shirtsleeves will not be rolled up. Silver or gold buttons will be worn on pockets and epaulets.
  - c. Neckwear: Department-issued necktie or navy blue or black dickey, to be worn as an option with long sleeved shirts.
  - d. Undergarments: Officers will supply their own undergarments. Any visible T-shirt must be a white or black crew neck, and shall not extend below the sleeve.

- e. Coats: Department-issued duty jackets and raincoats.
  - f. Jumpsuits: Department-approved jump suits may be worn between the hours of 2100 to 0700 hours all year and during all shifts from November 1<sup>st</sup> to March 1<sup>st</sup> or during extreme weather conditions as authorized by the chief of police.
  - g. BDU's: Department-approved black or navy blue BDU style pants and shirt may be worn as a utility uniform during training exercises or as a duty uniform during extreme weather conditions as authorized by the chief of police. The BDU's will display the department's shoulder patches and approved badge patch.
  - h. Trousers: Department-issued uniform. Trouser belts will be supplied by the department, and must be plain black leather or black nylon with a conservative buckle. Officers assigned to bicycle patrol or marine patrol may wear department-issued cycling shorts, shirts or department-issued utility pants in lieu of uniform trousers and uniform shirts on days where they are actually engaged in the special duty.
  - i. Footwear: Officers will supply their own footwear. Socks, if visible, must be black or navy blue. With shorts, black, blue, or white crew socks are allowed. Shoes and boots shall be black leather, plain toe, and shined. Athletic-style leather shoes are acceptable, but must be approved in advance by the chief of police. These athletic shoes will not have contrasting stripes, stitching, or similar ornamentation.
  - j. Gunbelt: Department-issued black basketweave equipment belt with holster, handcuff case, keepers, OC spray case, flashlight ring, radio holder, magazine case, and baton holder. The nylon duty belt and related equipment may be worn with the bike patrol or marine patrol uniform or jumpsuit.
  - k. Body Armor: The purchase of concealed body armor is done through the department's property unit. Body armor is to be worn at all times while in uniform and must be worn by plain clothes personnel during high risk incidents. Body armor used by plain clothes officers should be kept in their police vehicle while on duty so it is readily available.
  - l. Patch: Department shoulder patches will be worn on the left and right sleeve of duty jackets, lightweight jackets, and shirts, centered on the sleeve ½ inch below the shoulder seam.
  - m. Badge: An official metal shield shall be worn on the uniform shirt at all times. The approved badge patch may also be worn on the department coat or jumpsuit.
  - n. Name tag: Shall be worn on the uniform shirt just above the right breast pocket. A nametag, whether metal or cloth shall always be visible on the outer most uniform garment including jackets or coats.
  - o. Award Ribbons: Shall be worn on the uniform shirt with the bottom of awards bar centered ½ inch above the name tag. Awards shall be worn in order of precedence.
  - p. US Flag Bar: Shall be worn on the uniform shirt centered ½ inch either above the awards ribbon (if worn) or the name tag (if no award ribbons).
  - q. Miscellaneous Items: Conservative pens and pencils, the issued whistle, a whistle clip or whistle chain may be worn as part of the uniform.
  - r. Rank Insignia shall be worn on shirts and duty jackets.
    - (1) Sergeant: Fabric chevrons centered on both sleeves, ½ inch below patch.
    - (2) Commander: Single gold star centered on each side of the shirt collar, ¼ inch from the front edge of the collar; and on jacket epaulets, ½ inch from the shoulder seam.
    - (3) Chief: Three gold stars centered on each side of the shirt collar, ¼ inch from the front edge of collar; and on jacket epaulets, ½ inch from the shoulder seam.
2. The following items are optional approved uniform gear, which may be supplied by officers at their own expense and worn as part of the uniform:
- a. Sweaters: Navy blue or black, may be worn with a tie. Sweaters must be ordered through an approved vendor to conform to department specifications.
  - b. Jacket: Lightweight jackets may be ordered through an approved vendor to conform to department specifications.
  - c. Dress Jacket: Waist coats may be ordered through an approved vendor to conform to department specifications.

- d. Turtlenecks: Navy blue or black, may be worn under long sleeved shirts.
- e. Gloves and Scarves: Navy blue or black.
- f. Stocking Cap: Navy blue or black, no insignia or tassels.
- g. Cap: A department approved ball style cap may be worn at any time that jumpsuits are authorized and during marine patrol and motorcycle patrol duties. The cap will be black or navy blue with the department authorized insignia on the front. No other insignias, advertising or other messages are authorized.
- h. Overshoes: Black, plain pull-on or zippered.
- i. Belt Accessories: Key rings and unpretentious black utility cases for such items as cellular phones, pocket knives, CPR shields, latex gloves, etc. All shall be of a material that matches the department issued belt equipment.

#### D. Specifications for Non-Uniformed Officers

1. Plainclothes officers are expected to carry their firearm and accessories concealed, however, officers' choice of apparel should not interfere with access to their firearm and accessories.
2. Officers will carry their commission and badge on their person at all times, unless directed otherwise by a commanding officer.
3. Plainclothes officers are expected to dress in a manner consistent with other office businesses in our community, and may wear the following acceptable clothing items in various combinations:
  - a. Suits
  - b. Sports coats or jackets
  - c. Slacks
  - d. Sweaters
  - e. Dress shirts or blouses
  - f. Dresses
  - g. Ties
  - h. Turtlenecks
  - i. Sport shirt with collar
  - j. Skirts
  - k. Dress footwear

#### E. Specifications for Civilian Employees

1. Civilian employees are to wear clothing appropriate to their function within the department, of a type typically worn in similar private sector employment in this community.

2. Employees in public contact positions must present a professional appearance. Generally, clothing of the same type authorized for plainclothes officers will be approved for such employees.
3. Gaudy designs, cartoons or slogans will not be permitted.
4. Those civilian employees that are provided uniforms shall comply with the uniform code for commissioned officers.

#### F. General Uniform Dress Code

1. Only issued and/or authorized apparel, uniform equipment, or accessories are to be worn or used. Deviations from uniform specifications require approval by the chief of police except that supervisors may make short term exceptions for special purposes, such as moving equipment, crime scene searches, extremely adverse weather, etc.
2. Uniforms shall be kept neat, clean, well pressed and maintained in good repair. All pockets are to be buttoned. All leather, badges and accessories shall be properly polished and maintained.
3. Employees shall not wear the uniform off-duty except when traveling to and from duty or when employed at an approved off duty job or approved function or school.
4. When wearing a special duty uniform for such operations as marine patrol or bike patrol, the special duty uniform will only be worn on days when the special duty is being conducted.
5. Uniformed employees shall wear a complete uniform, but may elect to wear approved or issued items suitable for their comfort in the weather. Nonetheless, a commanding officer may designate a specific "uniform of the day" for special events or purposes.
6. When appearing for court, at any official hearing, or speaking on behalf of the department, officers will wear the uniform with a long sleeve shirt and uniform tie or dress clothing (slacks and sport coat or suit and dress shirt and tie for men; dresses, skirts or dress slacks and tops for women).
7. While on duty, the following equipment shall be kept readily available: commission, flashlight, notebook, handcuffs and key, and other equipment required in the performance of the assigned duty.
8. The Department will provide utility wear for K-9 and other special duties.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1460  
**TOPIC:** OFF-DUTY EMPLOYMENT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00  
**REFERENCE:**

I. POLICY

Port Orchard Police Department employees may accept approved part-time employment under the provisions of this General Order. Officers working off-duty jobs in a law enforcement capacity will abide by all General Orders, and are subject to the department's supervision and command.

II. PROCEDURE

A. Off-Duty Work Approval

1. Off-duty employment must be approved by the chief of police.
2. Permanent Off-Duty Employment
  - a. Permanent off-duty employment is defined as jobs where the employee is hired to work on a schedule that includes at least one day per month for the same employer.
  - b. Any employee wishing to engage in permanent off-duty employment must complete a Request for Approval form.
  - c. This form must be submitted to the chief of police for approval.
3. Short-Term Employment
  - a. Short-term employment is defined as all employment other than permanent off-duty employment.
  - b. Requests from private employers for short-term employment will be referred to the chief's office for approval.
  - c. Short-term requests received by the chief's office for the employment of off-duty officers will be given to the off-duty employment coordinator for posting. Only approved requests will be posted and no further approval will be necessary.
  - d. A master off-duty employment list is maintained for officers interested in being considered for off-duty employment.

- (1) It is the officer's responsibility to keep the master list up to date with contact information for the officer.
  - (2) All short-term off-duty assignments will be assigned based upon the information on the master list.
- e. Short-term off-duty employment assignments will be administered in the following manner:
- (1) Officer wanting to be considered for an off-duty assignment must indicate such on the specific off-duty assignment sheet.
  - (2) Officers chosen for an off-duty assignment will be notified by department email.
  - (3) In addition, if the officer indicated another means of contact on the master off-duty employment list such as a cell phone or home phone, the off-duty coordinator will contact that number one time for each job for which the officer was selected.
  - (4) If the officer cannot be reached on the alternative number provided, the coordinator will leave one voice mail for the job for which the officer was selected.
  - (5) It is the officer's responsibility to check either the department email or the alternative notification method to determine if they were chosen for an off-duty assignment and ensure that they appear for that assignment.
4. Off-duty employment which can be interpreted to be inconsistent with, or detrimental to, the interests of the City or the department shall not be approved. Unless an exception is made by the chief, the following types of work are examples which would not ordinarily be approved:
- a. Private detective agencies;
  - b. Licensed liquor establishments;
  - c. Collection agencies;
  - d. Law enforcement employment outside of the city of Port Orchard;

- e. Any work in which the employee's position, title, or uniform is used to endorse or promote a product or service.

#### B. Off-Duty Employment Standards

1. Officers are limited to 16 hours of off-duty employment per week, unless approved by the chief of police.
2. Off-duty operations requiring a great deal of coordination and large numbers of officers may be directed by a supervisor designated by the chief of police.
3. Officers off on sick leave, sickness in family, leave of absence, administrative leave, or on limited duty status shall not engage in any off-duty employment until they have returned to their regular duty assignment or shift, unless approved by the chief of police.
4. Officers signing up for and/or working off-duty employment positions are still bound by all department general orders.
5. Officers working approved off-duty jobs in a law enforcement capacity may exercise the authority of their position and take official action when necessary within the guidelines of department General Orders. In the event of an arrest, officers shall:
  - a. Stop and detain the offender;
  - b. Issue a citation and release the offender, or if a custodial arrest is required;
  - c. Call for an on duty officer to assist;
  - d. Provide the information to the on duty officer for processing;
  - e. Complete any additional reports needed.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1470  
**TOPIC:** OFF-DUTY LAW ENFORCEMENT ACTION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00  
**REFERENCE:**

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### I. POLICY

The authority of Port Orchard police officers continues beyond their normal work hours. Nonetheless, officers shall carefully consider the necessity of taking law enforcement action while off-duty, and whenever reasonably practical, will defer to on-duty law enforcement personnel to handle matters which arise.

### II. PROCEDURE

A. Off-duty law enforcement action is defined as official acts in a law enforcement capacity taken at times other than the officer's duty shift or while on official overtime status, including:

1. Detaining, arresting, or citing persons;
2. Investigating incidents or offenses;
3. Using force in an official act;
4. Using the expressed authority of position to perform an act.

B. Officers shall take law enforcement action when off-duty only when necessary. Before taking any off-duty law enforcement action, officers must weigh the potential risks and hazards involved. Among the reasons that off-duty law enforcement action may be especially problematic are the following:

1. Difficulty in sufficiently identifying one's self as an officer;
2. Possibility of mistaken identity by the public and/or other law enforcement personnel;
3. Lack of radio communications;
4. Confusion which may result from third-party phone calls to law enforcement agencies and/or the Communication Center;
5. Lack of back-up;
6. Unavailability of equipment which may be needed.

C. Off-duty law enforcement action should ordinarily only be taken when such action is necessary to protect persons or property from grave jeopardy, and immediate action is required. Such cases might include:

1. Felony crimes in progress;
2. Hazardous incidents requiring immediate assistance;
3. Other emergency circumstances.

D. Off-duty law enforcement action should ordinarily not be taken in cases such as:

1. Traffic infractions or minor misdemeanor crimes;
2. Mere disturbances, when there is no threat to public safety;
3. Any incident where on-duty law enforcement personnel can be summoned without jeopardizing public safety;
4. Circumstances where the risk created by the officer's intervention is greater than the hazard created by the incident itself.

E. Officers shall not take any law enforcement action pertaining to their own personal disputes or affairs, unless there is an immediate threat of significant harm to persons or property, and no reasonable alternative exists.

F. Officers taking off-duty law enforcement action shall turn matters over to on-duty law enforcement personnel as soon as reasonably possible, and shall report the intervention to the on-duty supervisor as soon as possible.

G. Officers shall announce their identity and authority whenever taking any off-duty law enforcement action, and should display their badge and/or commission. Officers should intervene in incidents when they do not have their official ID and sidearm only in extreme circumstances.

H. Officers who are in uniform working approved off-duty jobs may take law enforcement action in the same manner as on-duty officers.

I. Whenever taking off-duty law enforcement action, officers shall abide by the same standards as on-duty officers, and shall adhere to all General Orders.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1480  
**TOPIC:** COURT APPEARANCES  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00  
**REFERENCE:**

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### I. POLICY

Port Orchard police officers shall appear at legal proceedings as part of their job responsibility when properly notified by the department, prosecuting attorney, or other attorney representing the City of Port Orchard. Officers will not, however, testify at any proceeding which is not part of their official duties, or on behalf of the defendant in any case, except in response to a subpoena.

### II. PROCEDURE

#### A. Notification of Appearances

1. The Records Unit coordinates a system for notifying officers of court appearances. Officers will receive an electronic copy subpoena from the prosecutor's office via their department email account.
2. In some cases, particularly jury trials prosecuted by the county prosecuting attorney, officers may be notified by personal contact.
3. Notification of other legal proceedings and hearings before administrative bodies, such as the Liquor Control Board, Mental Health Board, etc., will be handled in the same manner, insofar as practical.

#### B. Cancellations

1. When a trial is canceled, the Records Unit and prosecutor's office will attempt to notify the officer.

#### C. General Requirements for Appearances

1. Officers will be punctual and, upon arrival, notify the prosecuting attorney or hearing officer of their presence.
2. Officers will appear either in uniform or in the dress civilian attire authorized for wear in court as specified in General Order 1450, "Dress Code." Except where prohibited, officers shall be armed.

3. Officers will familiarize themselves with the circumstances of the case prior to taking the witness stand.
4. When officers receive two or more conflicting court notices, they shall notify the concerned agencies (City Prosecutor's Office, County Prosecutor's Office, etc.) in order to resolve the conflict.
5. Whenever officers are unable to attend court due to sickness or emergency situation, they shall notify the concerned agency or prosecutor in advance of the trial or appearance.

#### D. Subpoenas for Records

1. Subpoenas for Port Orchard Police Department records can only be honored by the chief of police or the Records Unit manager.
2. An employee who receives a subpoena for department records shall advise the person that he or she is not the custodian of the records and cannot present them.
3. The person who must be subpoenaed in order to obtain department records and reports is the Records Unit Manager.
4. Items of evidence, tagged into the Evidence Unit are not considered "records." Officers may check out evidence tagged into property if the evidence is requested.

#### E. Depositions

1. No depositions shall be given unless directed by a subpoena, the County Prosecutor's Office, or an attorney representing the City.
2. When a subpoena is issued for a deposition, the officer shall comply with the request. However, if this is connected with a criminal matter or pending court case, the prosecutor shall be contacted by the officer and informed of the subpoena.

3. An attorney representing the Kitsap County Prosecutor's Office or the City of Port Orchard will be present at all depositions taken in criminal matters or civil suits involving the City or its employees.
4. Officers who are contacted by defense attorneys requesting information concerning pending criminal cases shall not dispense information or allow themselves to be interviewed without consent of the prosecutor.

F. Appearance Fees

1. Any employee who receives a witness or subpoena fee for time spent in responding to a subpoena or deposition involving their official duties shall turn the fee in to the City of Port Orchard for disposition.
2. Employees required to appear or testify in relation to their official duties while off-duty may be eligible for overtime compensation, pursuant to labor agreements.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1510  
**TOPIC:** USE OF FORCE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-20-01; 2-17-04  
**REFERENCE:**

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### I. POLICY

Law enforcement officers are empowered by law to use force under certain circumstances. Port Orchard Police Officers may use force when and as authorized by law. Officers will use only that force which is reasonable and necessary under the circumstances as they know them to be. The application of force will cease when the purpose justifying its use has been accomplished. The use of excessive force is prohibited. All officers will be issued a copy of this General Order and will receive instruction regarding its requirements before being authorized to carry a weapon.

### II. PROCEDURE

#### A. Definitions

1. Lethal Force: Shall mean force which creates a substantial risk of causing death or serious bodily harm.
2. Less-lethal Force: Shall mean force which does not create a substantial risk of causing death or serious bodily harm.
3. Serious Bodily Harm: Shall mean injury that creates a risk of death, causes serious permanent disfigurement, or results in long term loss or impairment of a major bodily function.
4. Reasonable Belief: Shall mean a reasonable conclusion based on the information known to the officer at the time.
5. Hospitalization: Shall be admission to a hospital, and does not include treatment and release at an emergency room.

#### B. Use of Firearms and Lethal Force

1. Officers may use lethal force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious bodily harm. In no case shall an officer discharge his firearm until all other reasonable means

have been exhausted or would be clearly ineffective.

2. Officers may draw or display firearms when engaged in a hazardous duty in which firearms may be needed. In effecting felony arrests, officers may display firearms for the purpose of obtaining and maintaining control of persons arrested.
3. Officers shall not draw or display firearms unnecessarily.
4. Shots fired into the air or ground in an attempt to cause a fleeing suspect to stop or surrender are prohibited
5. The use of firearms to kill animals that are seriously injured or pose a threat to the safety of humans is authorized when no other disposition is practical.
6. In all circumstances, officers will discharge firearms only when the safety of others has been taken into consideration, and will use the utmost caution to avoid endangering innocent persons.
7. Officers shall not surrender their firearms.

#### C. Use of Less-lethal Force

1. The department has adopted a resistance control continuum as a conceptual model for the use of force. A chart depicting the continuum is contained in this General Order.
2. The resistance control continuum is a guide on when to use less-lethal force, and what type and degree of force to use. The continuum is founded on the principle that officers should:
  - a. Respond to the resistance with a level of control that is sufficient to overcome the resistance, but is reasonable and necessary under the circumstances.
  - b. Select a type and degree of force in consideration of the particular circumstances at hand, such as:
    - (1) Environmental factors;
    - (2) Reaction time;

- (3) Individual attributes of both the subject and the officer, such as size, strength, etc.;
  - c. Escalate the level of force if the present level is ineffective or if the subject escalates the resistance.
  - d. De-escalate the force as the subject is brought under control
3. The resistance control continuum is only a guide, and is not intended to cover all situations, and all possible variables.
  4. Officers shall employ less-lethal force techniques consistent with the methods and procedures instructed by the department.
  5. Officers may be requested to use force in non-arrest situations, to effect a lawful purpose, such as restraining a person who is mentally ill or injured for treatment. Officers may provide such assistance to caregivers when necessary in emergency circumstances, but should not use force in the absence of an emergency or when other less intrusive methods would suffice.

#### D. Medical Aid After Use of Force

1. Officers should obtain appropriate first aid when subjects are injured in use of force incidents.
2. Officers should summon emergency medical units promptly in the event of a medical emergency resulting from use of force.
3. If a subject injured by the use of force is transported by ambulance, an officer shall accompany the subject in the ambulance or follow directly behind the ambulance.
4. Officers should regularly observe the subject to determine his or her state of consciousness and physical condition whenever weapons or active countermeasures have been employed. The duty to observe shall end upon the arrival of emergency medical personnel. Active countermeasures include:
  - a. Hard empty hand techniques;
  - b. OC spray or other chemical agents;
  - c. Lateral vascular neck restraint (subject to officer being trained in this tactic);
  - d. Baton strikes.
  - e. Air-Taser
5. In the circumstances listed above, officers should employ the following precautions following the use of force:
  - a. Place subject in an upright position as soon as safely possible;
  - b. Regularly observe the subject;

- c. Summon emergency medical assistance immediately if the subject displays visible signs of medical distress, such as loss of consciousness, difficulty breathing, convulsions or tremors.
6. Officers should obtain necessary medical treatment for subjects prior to booking, and should notify corrections staff of any use of lateral vascular neck restraint, OC spray, loss of consciousness, or other known medical distress or condition which may have occurred.

#### E. Reportable Use of Force

1. Any incident where, under the color of authority, a Port Orchard Police Officer employs a control device or any physical force above custodial controls to:
  - a. Overcome resistance during arrest or detention;
  - b. Defend self or another from an aggressive action by a subject; and/or
  - c. Compel a non-compliant person to obey direction.
2. Officers who employ a reportable use of force shall, prior to the end of shift, complete the Use of Force form except as permitted by a supervisor.
3. In situations where multiple officers apply a control device or any physical force to the same individual, each officer shall complete the Use of Force form.
4. Supervisors shall ensure that each officer completes a Use of Force form.
5. The supervisor shall notify the Chief of Police, and the internal affairs unit whenever police action has resulted in death or hospitalization.

#### F. Review of Use of Force

1. The Department has adopted a Use of Force form as a method of tracking the application of force and compiling data.
2. A copy of the Use of Force form shall be forwarded to the Chief of Police, Training Sergeant, and Defensive Tactics Instructor.
3. The chief of police shall review each form and the related reports to determine compliance with this policy.
4. The Use of Force form is intended to quantify applications of force and provide specific training correction for those tools, tactics, and techniques which are applied unsuccessfully or incorrectly. It is also intended to allow officers an opportunity to

identify training issues and assess their skills and tools.

G. Investigation of Lethal Force and Serious Injury

1. Incident Investigation

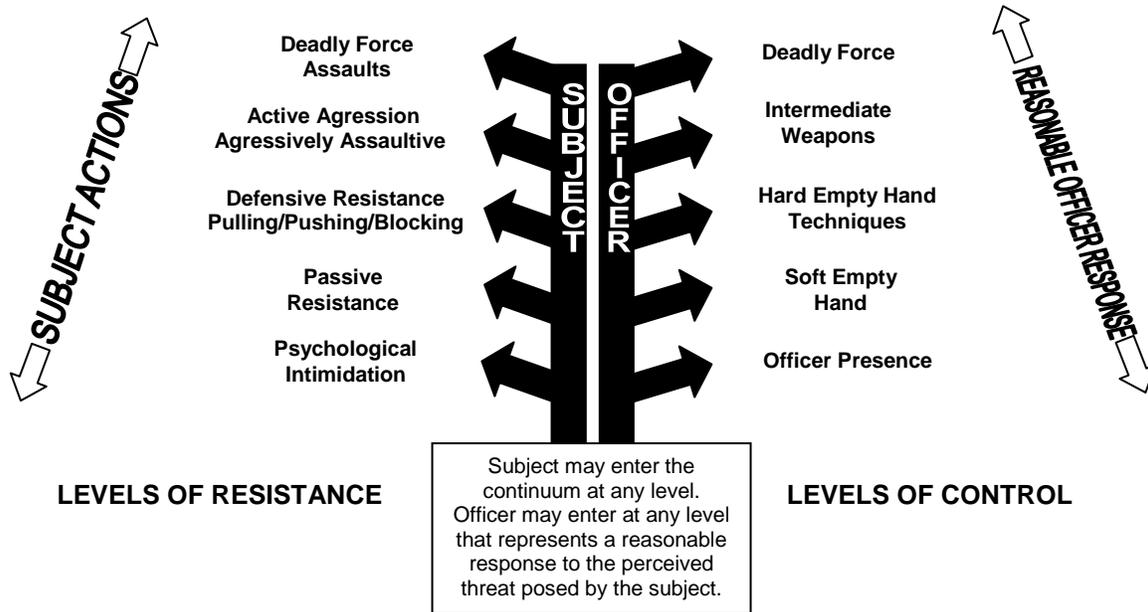
- a. All incidents involving the use of force by department personnel which result in serious bodily injury or the death of a person will be investigated by another law enforcement agency to be determined by the chief of police.
- b. If another law enforcement agency is conducting such an incident investigation, the chief of police will assign a supervisor to serve as a liaison to that agency during the investigation.

- determine compliance with department procedures and gather information for the internal use of the department.
- b. Officers involved in the use of lethal force may be temporarily reassigned or other appropriate administrative action may be taken by the chief of police. Officers involved in the use of force which results in a death will be removed from line duty assignment. Return to full duty will be at the discretion of the chief of police.

2. Administrative Investigation

- a. The Internal Affairs Unit shall undertake a separate internal investigation, following the guidelines contained in General Order 1430, "Internal Affairs". The purpose of this investigation is to

**USE OF FORCE MODEL**





PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1512  
**TOPIC:** USE OF LATERAL VASCULAR NECK RESTRAINT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-19-03  
**REFERENCE:**

I. POLICY

The Lateral Vascular Neck Restraint (LVNR) system provides officers with a highly useful tool to restrain subjects in accordance with the Department's Use of Force policies. The LVNR system referred to in this policy is copyrighted by the National Law Enforcement Training Center.

II. PROCEDURE

A. Officers may use techniques from the LVNR system when it is objectively reasonable to do so. The system is located at "active resistant" on the use of force continuum during normal use. This means the technique is applied at LVNR system levels 1, 2 or 3 with the subject not losing consciousness. In the 10-15% of applications that require the subject to be rendered completely unconscious, he/she would be at the "assaultive" level on the force continuum.

B. Levels of Control

1. Level One: Minimum Restraint. 50% of subjects are controlled at this level.
  - a. Forearms horizontal to the ground with minimum compression.
  - b. Subject is held by the officer's arm encircling around the neck with minimum compression.
  - c. Especially effective in breaking up fights or in preventing belligerents from attacking each other. Also serves to convince belligerent persons who try to resist that they can be easily controlled.
  - d. Control at this level serves the following purposes:
    - (1) Minimizes the use of force;
    - (2) Reduces the potential for injury; and
    - (3) Provides opportunity for officer to give verbal orders to comply.

2. Level Two: Moderate Restraint. 25% of subjects are controlled at this level.
  - a. Forearms held at 20 degree angle with rear elbow up and front elbow down with moderate compression.
  - b. Subject is held by the officer's arm encircling around the neck with minimum compression while subject's balance is broken to the rear.
  - c. If resistance continues, the neck is compressed until pressure on both sides of the neck causes the subject to cease resistance.
  - d. This level of restraint is usually sufficient to control all but the most violent kinds of resistance, because it firmly restrains the individual.
3. Level Three: Maximum Restraint. 10% of remaining subjects are controlled at this level with 15% rendered unconscious.
  - a. Forearms held at 45 degree angle with rear elbow up and front elbow down with maximum compression.
  - b. Subject is held firmly by the officer's encircling arm around the neck while maximum compression is applied to the top sides of the neck against the Sternocleido muscles below the jaw hinges and balance is broken to the rear.
  - c. As resistance continues past the level two phase, pressure is increased to the sides of the neck until the subject ceases resisting.
  - d. The subject should be brought under control in an average time of 4-7 seconds depending upon the subject's resistance and the officer's technique proficiency.
  - e. The restraint is immediately relaxed as soon as resistance ceases.
  - f. If the subject is unconscious, he/she should be gently placed on his/her back, with care taken to protect the head.

### C. Certification and Training Required

1. Only officers who have successfully completed a basic certification course conducted by a certified instructor in the LVNR system may utilize this technique.
2. The basic course will consist of a period of instruction lasting at least 8 hours, and include a written test and a physical skills test.
3. Officers must maintain their certification by successfully completing at least 4 hours per year of LVNR refresher training.

D. Chokeholds, other strangles, and other techniques directed against the windpipe and neck are not forbidden, but may only be used when it is a life-threatening encounter. They are considered level three techniques on the use of force continuum, but are still below the use of a firearm or other deadly weapon.

### E. Medical Protocol

1. If subject is rendered unconscious, the subject should revive in 5 to 20 seconds without any assistance. However, anything around the subject's neck should be loosened immediately to help ensure normal breathing.
2. In the event the subject does not revive within 30 seconds after being rendered unconscious, approved methods of resuscitation should be implemented immediately as a precaution.
3. If subjects are rendered unconscious, request fire/EMS to the scene to examine the subject in regard to the application of the LVNR and any other possible injuries suffered during apprehension.
4. Miscellaneous Medical Rules:
  - a. The subject will be handcuffed whether rendered unconscious or not;
  - b. All objects around the subjects neck should be loosened;
  - c. Place the subject on his or her side as soon as possible after he/she has been revived;
  - d. Notify the shift supervisor that you have applied the LVNR;
  - e. Begin a mandatory minimum 2 hour visual observation period of the subject after a level three LVNR application, whether or not the subject was rendered unconscious;
  - f. Take photos of the subject's neck and any other injury sites;

- g. Take photos of any injuries, uniform damage, or other evidence of a struggle and/or resistance that are visible on the arresting officer(s);
- h. If transporting the subject to a medical facility to get them cleared for incarceration, the subject will be handcuffed, placed in a seated position, and seat belted in place if possible;
- i. Monitor the subject and advise medical staff that the subject was rendered unconscious with the LVNR; and
- j. Advise jail personnel that the subject was restrained by the application of the LVNR and that he/she was medically cleared for incarceration.

### F. Reports Required

1. The officer who applies the technique and all officers present will complete a narrative police report as soon as practical, but at least prior to the end of shift; and
2. In addition, the applying officer shall complete a use of force report prior to the end of shift.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1515  
**TOPIC:** USE OF TASERS  
**ISSUED BY:** GEOFFREY C. MARTI, CHIEF OF POLICE  
**DATE:** 3-1-2017  
**SUPERCEDES:** 4-15-02; 2-17-04; 7-15-2011  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department provides the X2 Taser as a less lethal force option. It is not intended to replace firearms or self-defense techniques, but as a supplement to it under appropriate conditions and circumstances. The X2 Taser may be used to control a dangerous or violent subject when deadly physical force does not appear to be justified and or necessary; or attempts to subdue the subject by other conventional tactics have been, or will likely be, ineffective in the situation at hand; or there is reasonable expectation that it will be unsafe for officers to approach within contact range of the subject.

### II. PROCEDURE

#### A. Control

1. X2 Taser is to be issued to only one officer. That officer shall be responsible for his/ her X2 Taser and will have the responsibility for their security and maintenance.
2. The officer who is responsible for the taser shall ensure that it is properly functioning and charged.
3. Each discharge, including accidental discharges of a taser, shall be investigated and documented utilizing a Use of Force Report and a Taser Report Addendum.
4. Routine and surprise inspections shall be made to account for all X2 Tasers and issued Taser cartridges.
  - a. The inspections will be the responsibility of the Taser instructor.
  - b. Inspections shall occur at least annually.
  - c. After each inspection the Taser instructor will make a written report to the chief of police regarding the outcome of the inspection.

#### B. Training

1. The responsibility of training officers in the use of the X2 Taser rests with the Training Sergeant.
2. The training sergeant shall rely on the assistance and expertise of the Taser instructors, who are certified as X2 Taser instructors.
3. Any officer issued an X2 Taser shall first undergo the Department's required user certification course.
4. Officers shall be provided a mandatory annual re-certification user course.
5. The Taser instructors will conduct periodic reviews of the X2 Taser deployments to gain operational insights from field experiences for training and evaluation less lethal options.

#### C. Deployment

1. Only qualified officers shall deploy a Taser.
2. Whenever practical, the deploying officer shall announce to other officers at the scene of their intent to use the taser to avoid confusion of the type of weapon being discharged.
3. Any time a Taser is used a Use of Force Report and a Taser Report Addendum shall be completed and forwarded to their supervisor for review.
4. Tasers shall be worn as part of the uniform. The taser shall be positioned on the off-hand side of the duty belt or the strong hand side in a cross draw position. Tasers shall be drawn with the Officers off-hand only.
5. Use of Taser
  - a. Taser is an intermediate weapon in the probe mode. Tasers may be used as a control device in the contact (drive stun) mode.

- b Taser should not be used upon:
  - (1) Small children
  - (2) Pregnant women
  - (3) Handcuffed subjects
  - (4) Subjects who passively resist

Unless other articulated factors are present and the use is objectively reasonable.

- c Taser should not be used near flammable or explosive substances.
- d Officer should avoid, when possible, using tasers on subjects that could fall from a significant height which may reasonably result in serious injury or death.

- 5. Upon discharge of the taser, officers will notify their immediate supervisor if they are not already on the scene.
- 6. Officers shall photograph those areas of the subject that were struck by the taser

#### D. Medical Aid After Use of Taser

- 1. Once a subject has been subjected to the Taser device, the subject should be taken into custody and properly restrained.
- 2. Once in custody, the arresting officer shall summon medical personnel for evaluation.
- 3. A photograph should be taken of the probes contact locations on the subject and any other sign of injury caused as a result of the taser application.
- 4. Officers shall be aware that injury can occur from the subject falling after being struck by the Taser. An examination of the subject should be completed.
- 5. If the Taser probes penetrate the skin, the puncture sites shall be brought to the attention of the medical personnel.
- 6. Only medical personnel may remove the Taser probes that are embedded in the sensitive areas of the subject's body. These areas are defined as the neck, throat, face and groin. Persons with probes located in these areas will be transported to a medical facility for removal.
- 7. Removal of probes in other body areas will be at the discretion of the deploying officer. Probes embedded in non-sensitive areas can be removed by firmly grasping the probe and pulling straight out in a quick fashion as trained.
- 8. Medical personnel will provide first aid following removal of the probes. This should include applying a disinfectant and bandaging the site.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1517  
**TOPIC:** USE OF IMPACT MUNITIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-31-05  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department recognizes that combative, non-compliant, armed and/or violent subjects cause handling and control problems that require special training and equipment. Thus, the department has adopted the philosophy to assist with the de-escalation of these potentially violent confrontations.

### II. PROCEDURE

#### A. Definitions

1. **Impact Munitions Philosophy:** A concept of planning and force application, which meets an operational objective, with less potential for causing death or serious physical injury than conventional police tactics.
2. **Kinetic Energy Impact Projectiles:** Flexible or non-flexible projectiles which are intended to incapacitate a subject with a minimal potential for causing death or serious physical injury when compared to conventional projectiles.
3. **Diversionary/Distraction Devices:** Munitions or devices that are designed for the purpose of creating a diversion or distraction that will enhance the safety of the officers involved in potentially violent confrontations during an operation. The munitions are deployed either from 12 gauge shotguns, 37-40 millimeter caliber launching devices, or thrown by hand in grenade form.
4. **Safety Priorities:** The department safety priorities are established as follows:
  - a. Hostages;
  - b. Bystanders;
  - c. Officers;
  - d. Suspect.
5. **Subject:** The person who is the focus of the operation.

#### B. Evaluation of Projectiles

1. Kinetic Energy Impact Projectiles will be evaluated on accuracy, effectiveness and potential for causing death or serious physical injury.
  - a. **Accuracy:** This is the primary consideration, since proper shot placement greatly assists in controlling the other two evaluation criteria.
  - b. **Effectiveness:** This is the potential of the round to cause incapacitation and reduce the subject's ability to continue their behavior. The level of energy necessary to cause incapacitation creates the potential for injury, but when properly deployed, with a low probability for causing serious physical injury or death.
  - c. **Potential for Causing Death or Serious Physical Injury:** The potential for causing death or serious physical injury with such projectiles is a reality. The potential is greatly reduced when impacts to the head and neck are avoided, and when appropriate medical examination is provided in cases where the subject is struck in an area that might conceal a closed injury, including such areas as the chest, back, thoracic and abdominal cavities and the groin.
2. When engaging a target, the officer should evaluate the effectiveness of each round during the volley. Compliance and/or incapacitation is the desired goal, and alternative target areas/response should be considered when rounds are not effective.
3. Alternative target area/response considerations will be based on the circumstances the officers are encountering and the established department safety priorities.
4. Instructors in the use of impact munitions will review all use of force reports related to the use of impact munitions along with the impact munitions use of force addendum.

### C. Deployment

1. The approved shotgun will be carried with impact munitions in the magazine at all times.
2. The officer will carry the approved impact munitions within ready access at all times during a tour of duty.
3. This shotgun shall remain for the sole purpose of discharging impact munitions only and will be distinguished by a brightly colored stock. Shotguns carrying lethal ammunition shall not be used for impact munitions or vice versa.
4. Before transitioning to impact munitions, the officer shall consider:
  - a. The level of force being confronted;
  - b. The proximity/access of subject to officer;
  - c. The department safety priorities.
5. The officer will determine if lethal cover is necessary and appropriate. Lethal cover is required when sufficient officers are available.
6. Shotgun delivery systems will be maintained by officers trained to carry and use such devices in the field.

### D. Medical Aid After Use of Impact Munitions

1. Once a subject has been subjected to the impact munitions round, the subject should be taken into custody and properly restrained.
2. Once in custody, the arresting officer shall summon medical personnel for evaluation.
3. Suspects who are struck by an impact munitions round shall be transported to a medical facility for examination.
4. Whenever impact munitions are used, the officer shall notify a supervisor as soon as possible.
5. The spent projectile/cartridge shall be entered into evidence.
6. Color photographs should be taken of the injury sites as soon as possible after deployment.
7. Whenever possible, obtain copies of the subjects medical reports. This will likely require a medical release form from the subject. If not able to obtain such documentation, record any information provided verbally by medical providers.
8. The arresting officer shall obtain a medical release before transporting the subject to a detention facility.

### E. Investigative Procedures

1. An investigation will be conducted into any situation involving the firing of impact munitions at a suspect.
2. The depth of the investigation will be determined by the on-scene supervisor in consultation with the police commander. The depth of the investigation will generally be based upon the extent of the subject's injuries.

### F. Reports

1. At a minimum, a supplementary report will be completed by the deploying officer.
2. The report will, at a minimum, contain the following:
  - a. Full narrative of the incident leading up to the deployment of the impact munition device;
  - b. Officers training with the impact munition device;
  - c. Storage of the impact munition device;
  - d. Distance of deployment;
  - e. Effectiveness of the munition; and
  - f. Accuracy of the munition round.

### G. Use of Force – Impact Munitions

1. The intentional use of any impact round, whether or not designed for that function, upon the tertiary area of an individual shall be considered use of deadly force.
2. Intentionally striking the tertiary area when the officer or officers are now confronted with an assaultive act by the subject that reaches the ultimate degree of danger could be objectively reasonable.
3. Absolute and immediate tactics must be deployed to stop the lethal threat and secure conclusive control.
4. This force option could lead to debilitation or even death.

### H. Training

1. Officers shall be trained in the use of impact munitions before they are issued and carried.
2. Only those officers trained in the use of impact munitions are permitted to use them.
3. The impact munitions projectiles shall be carried separately from any other rounds, in the manner prescribed in agency training.
4. Training shall be in accordance with the Less Lethal Direct Impact Munitions Manual.

5. Officers are responsible for following the training guidelines.
6. Retraining on the use of impact munitions shall be conducted once each year by certified department instructors.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1520  
**TOPIC:** ARREST AND BOOKING  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department establishes these guidelines, consistent with State statutes, for the use of custodial arrest and citations in lieu of arrest.

II. PROCEDURE

A. Officers may arrest a person without a warrant when probable cause exists to believe the person has committed:

1. A felony;
2. A misdemeanor in the presence of the officer;
3. A misdemeanor crime that falls under the misdemeanor presence rule exception (RCW 10.31.100).

B. Disposition of Persons Arrested

1. Felonies
  - a. Adult and juvenile felons will be taken into custody and may be lodged.
  - b. Persons lodged in jail for felonies can be released on bail. Officers shall authorize release on bail unless the officer has reasonable grounds to believe that:
    - (1) The person will subsequently fail to appear in court;
    - (2) Continued custody is necessary to protect the arrested party or others when his or her liberty would constitute a risk of immediate harm;
    - (3) Continued custody is necessary to carry out legitimate investigative functions.
  - c. All persons held without bail or any other exceptions to the bail rules must be authorized by an attorney from the prosecutor's office.
2. Misdemeanors
  - a. Officers may cite and release persons for misdemeanors and infractions

pursuant to the guidelines of this general order.

- b. Defendants may be lodged in jail pursuant to arrest warrants.
- c. Defendants may also be lodged in jail for warrantless misdemeanor arrests when the officer has reasonable grounds to believe that:
  - (1) The accused will refuse to respond to a citation; or,
  - (2) Custody is necessary to protect the accused or others when his continued liberty would constitute a risk of immediate harm; or,
  - (3) Custody is necessary to carry out legitimate investigative functions; or,
  - (4) The accused has no ties to the jurisdiction sufficient to assure his appearance; or,
  - (5) The accused has previously failed to appear in response to a citation.
- d. A person who is arrested for a misdemeanor or infraction cannot be lodged in jail when the offense is not punishable by incarceration.

C. Arrest Discretion

1. Except when the arrest is pursuant to an arrest warrant, officers may employ alternatives to arrest in misdemeanor and infraction cases to resolve incidents when:
  - a. The action does not conflict with law or with other General Orders governing specific types of incidents, and;
  - b. At a minimum, a police report will be completed documenting the action taken;
  - c. Officers are encouraged to include victims in the decision making process.
2. Such alternatives may include:
  - a. Referral to another agency or service provider;
  - b. Mediation with the persons involved;

- c. Admittance of intoxicated persons to a detoxification center or protective custody;
  - d. Warning and release.
3. In electing to cite and release, lodge, or employ an alternative to arrest, officers will consider the circumstances of the case and base their decision, insofar as possible, upon objective criteria, not upon their perception of the offender's attitude or other extraneous factors. Officers will exercise this discretion in an equitable and nondiscriminatory fashion.

#### D. Jail Booking Procedures

1. Officers will take arrestees to the Intake Unit at the jail.
2. Arrestees will be handcuffed and handcuffs will be removed by jail personnel.
3. If an arrestee is highly combative or dangerous, the jail should be notified in advance by radio or the corrections sallyport intercom.
4. Officers will secure their firearms in secured gun lockers or in their vehicle trunk.
5. Officers will escort the arrestee into a holding area where a correctional officer will conduct a pat-down.
6. Officers will complete a pre-booking form noting:
  - a. Complete information concerning the charges;
  - b. Information about the victim if a domestic violence related arrest;
  - c. Any injury or medical problem;
  - d. Any reason why the arrestee should be closely supervised;
  - e. Warrant check has been conducted.
7. All court dates, times and court rooms will be assigned by the officer, except jail personnel will assign court dates on district court and superior court warrants.
8. Turn in the pre-booking form at the booking counter. Any property not accepted by the jail shall be secured for safekeeping at the police department.
9. Whenever any person is lodged in jail, the arresting officer must complete a probable cause affidavit for each charge under which the defendant is booked, unless the arrest is pursuant to an arrest warrant.
10. In custody probable cause statements must be turned in prior to ending the shift to allow time for processing before court sessions. Citations and reports related to in custodies shall also be completed prior to the end of

shift unless a delay is approved by a supervisor.

11. Injured, ill, or disabled arrestees
  - a. If the arrestee appears to be seriously injured or unconscious, the intake procedure will stop unless the officer has a doctor's release or hospital record of treatment, or the jail nurse or corrections supervisor has assessed the arrestee's condition.
  - b. If, in the judgment of the nurse or corrections supervisor, the arrestee is seriously injured or unconscious, the jail may require a medical clearance prior to booking.
  - c. In the event a medical clearance is required by the jail, the arresting officer shall contact the duty sergeant with the details. The duty sergeant will view the individual, if possible, and decide the means of transport to a medical facility. In all cases where an arrestee has received medical treatment after the arrest, a doctor's release or hospital record of treatment must accompany the person back to the Intake Unit.
  - d. If an arrestee is seriously mentally ill, officers may follow General Order 1640, "Mental Health Investigations".
  - e. When a developmentally disabled person is booked into jail, the officer should advise the jail staff and notify the caseworker or case supervisor about the circumstances of the arrest, if possible. The purpose of the notification is to assist the jail regarding information about illness, needed medication, or any precautions that need to be considered.
12. Kitsap County Corrections will photograph and fingerprint all arrestees brought to their facility.

#### E. Removal of Inmates From the Jail

1. Inmates may be removed only for the purpose of medical examination or treatment, continuing investigations, or other law enforcement purposes approved by a supervisor.
2. Inmates may not be removed under any circumstance if the only purpose is to provide personal favor.
3. Male officers may remove female inmates only when accompanied by either a female officer or a second male officer.
4. Officers removing inmates are responsible for their security. Any inmate who is considered dangerous and/or an escape risk

should be removed only when absolutely necessary, utilizing an appropriate number of officers to ensure security.

5. When it is necessary to contact an inmate by phone, officers shall provide their employee number for verification. Telephone contact with inmates should be limited to serious or urgent matters.

#### F. Mass Arrests

1. A mass arrest situation exists when the number of persons to be arrested in a single incident exceeds the department's ability to perform normal arrest, booking, and reporting procedures.
2. A duty sergeant must approve, coordinate, and direct all incidents involving mass arrests.
3. Sufficient personnel should be gathered before any enforcement action is taken.
4. Police vehicles should be parked and secured at one location with at least one officer remaining with the vehicles.
5. The duty sergeant will assign personnel to set up a field processing center.
6. Officers shall not act alone unless failure to act could result in loss of life or serious bodily injury.
7. Arrestees will be removed from the arrest scene and taken to the field processing center as quickly as possible.
8. Arrestees will be transported directly to jail, to a temporary field detention center or cited and released as soon as possible after field processing. The standard procedures for transporting prisoners apply to mass arrest. In the event that buses or other mass transit vehicles are used, care shall be taken to ensure that all prisoners are secured with handcuffs or flex cuffs, and a sufficient number of officers are present to maintain security.
9. Prosecutorial and court liaison, if needed, may be arranged by contacting the prosecuting attorney's office.
10. The duty sergeant will approve and direct any use of outside law enforcement resources in mass arrest situations, in compliance with existing interagency mutual aid agreements.
11. Juveniles taken into custody shall be processed in compliance with General Order 1720, "Juvenile Law Violations."

#### G. Field Processing Mass Arrests

1. Officers will be assigned as needed to maintain order in the field processing area.
2. The arresting officer will complete a citation and a brief narration of the offense on the prosecutor's copy of the citation.
3. The defendant's copy of the citation will be sent with the transporting officer to the Correctional Facility. The other copies of the citation will be left at the field processing center.
4. The officer assigned to transport the prisoner will complete the booking report at the Correctional Facility.
5. Any evidence seized as a result of a mass arrest incident will be turned over by the arresting officer to a designated property officer at the field processing center.
6. The property officer will complete a property report noting the time, date, and the officer from whom the evidence was received. The evidence will be secured and transported to the Property and Evidence Unit at an appropriate time.
7. Prisoners will be processed at the field processing area by a minimum of two officers who will have the necessary items for field identification, such as photographs, fingerprints, etc.
8. The field processing officers will obtain a case number for each arrest and ensure that the case number is on all reports.
9. One photograph will be taken of the prisoner and the arresting officer, and the case number will be written on the photograph. The processing officer will initial the back of the photograph. The photograph will be included in the case file.
10. Upon completion of field processing, the prisoner will be taken to a place of release or confinement.
11. As soon as the approximate number of persons to be incarcerated is known, the duty sergeant will notify the jail.
12. Arrestees will not be allowed visitation from defense counsel until they have been lodged in jail.
13. Food, water, sanitation and immediate medical needs of the prisoners shall be met.

#### H. Bail shall be set in accordance with the following categories:

1. Domestic Violence and Protection Orders: minimum of \$10,000 on misdemeanors; minimum of \$50,000 on felonies;
2. DUI: minimum of \$5,000;
3. All other misdemeanors: minimum of \$2,500;
4. All felonies: minimum of \$10,000;

5. Individuals deemed likely to reoffend if released on bail may be lodged at higher bails at the officer's discretion;
6. Bails in excess of \$100,000 must be approved in advance by an attorney of the prosecutor's office.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1530  
**TOPIC:** ARREST WARRANTS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-20-01  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will serve arrest warrants in conformance with law, prioritizing our efforts based on the seriousness of the charge. The department will maintain systems for promptly and accurately processing arrest warrants.

### II. PROCEDURE

#### A. Arrest Warrant Execution

1. Arrest warrants may be served by commissioned officers only. Civilian employees and volunteers do not have the authority to serve warrants.
2. All arrest warrants will be verified through CENCOM prior to service.
3. Officers shall consider the seriousness of the offense when deciding the time and place the warrant is to be served. A supervisor will be notified before any planned nighttime service of felony arrest warrants.
4. When serving warrants, officers must consider the threat posed by the defendant's continued liberty. In the absence of exigent circumstances, the following priorities should be observed:
  - a. Felony crimes against persons;
  - b. Other felony crimes;
  - c. Misdemeanor crimes against persons;
  - d. Misdemeanor crimes against property;
  - e. Traffic violations and infractions;
5. Arrest warrants requiring joint operations with other agencies must be authorized and coordinated by a duty sergeant or higher ranking official.
  - a. A briefing will be held prior to the execution of the warrant to ensure that officers are familiar with their role.
  - b. The duty sergeant will be present for service unless there are multiple locations, in which case she or he will coordinate and designate another officer for each location.

#### B. Disposition of Persons Arrested on Warrants

1. Port Orchard Municipal Court Warrants
  - a. Port Orchard Police Service Desk or a commissioned POPD officer will verify the warrant.
  - b. During court hours, the arrestee can be taken directly to court.
2. Kitsap County Warrants
  - a. CENCOM will verify that the warrant is still active.
  - b. Officers may arrest and lodge on a confirmed warrant.
  - c. The arresting officer must sign off the warrant. This can be done after the party is jailed.
3. Warrants From Outside Kitsap County
  - a. CENCOM will verify WACIC/NCIC warrants by contacting the originating agency. Willingness to extradite must be confirmed.
  - b. When a party is lodged in jail regarding an outside police agency warrant, CENCOM shall ensure the originating agency is notified and a copy of the warrant is sent to the jail.

#### C. Arrest Warrant Processing

1. Warrants held by POPD
  - a. The Service Desk will stamp the date and time received on the front of every warrant.
  - b. A copy of each new warrant will be made and stamped "COPY". A check for other warrants will be made and noted on each copy. Place of employment will be noted on each copy when known.
  - c. The warrant copy will be sent to the officer whose name is first at the top of the warrant.
  - d. The original warrant will be filed in the hand file.

#### D. Deletion of Warrants

1. When the Service Desk is notified of service, the time and date of the arrest and arresting officer will be noted on the warrant
2. The served warrant will then be assigned a case number and placed in the incoming reports tray. Warrants will be canceled in the computer by POPD records staff or CENCOM.
3. Purging of Warrants
  - a. To ensure the warrant files of the Service Desk are current, all warrants on hand will be reviewed at least once a year and the Service Desk supervisors will make recommendations to the prosecuting attorney for dismissal of warrants as follows:
    - (1) Non-moving: two years or older from date issued.
    - (2) Moving and Misdemeanor: five years or older from date issued.
  - b. These warrant printouts will be routed to the prosecuting attorney for review and consideration of dismissal.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1540  
**TOPIC:** SEARCH OF PERSONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

I. POLICY

The right of citizens to be free from unreasonable searches of their person is protected by the Fourth Amendment of the Constitution. There are, however, many circumstances in which reasonable searches of persons are legally justified and necessary. The purpose of this General Order is to provide guidelines, consistent with the law, for conducting personal searches, so that the legitimate need for such searches can be balanced with the rights of individuals.

II. PROCEDURE

A. Officers may search persons in the following circumstances:

1. With the consent of the person to be searched;
2. Pursuant to a search warrant;
3. Incident to a custodial arrest;
4. Prior to transporting a subject;
5. In a stop and frisk situation, as described herein;
6. Other circumstances falling within the recognized exceptions to the general requirement for a search warrant.

B. Scope of Search

1. The permissible scope of a search of a person varies depending upon the factual circumstances and legal justification for the search. The following terms and definitions will be used in describing procedures for the search of persons:
  - a. Frisk/Pat Down: A search conducted on the outside of the subject's clothing by pressing, patting, or running the hands over the clothing to feel for any weapons;
  - b. Custodial Search: A thorough search of the subject and his possessions, including a frisk and examination of the

contents of pockets, baggage, or other items in the subject's possession;

- c. Search Incident to Arrest: A search which includes all aspects of the custodial search described above, and also an inspection of the area and containers within the grasp, reach, or lunge of the person arrested.

C. Stop and Frisk

1. Washington State Statutes and case law (particularly the United States Supreme Court's ruling in Terry v. Ohio) empower law enforcement officers to detain and conduct a limited search of persons under certain circumstances. The following conditions must be met to detain and search persons in a stop and frisk situation:
  - a. The officer must have a reasonable suspicion that the subject has committed, is committing, or is about to commit a violation of the law;
  - b. The officer must identify himself or herself to the subject;
  - c. The officer must have a reasonable suspicion that he or she is in danger.
2. If each of these conditions is met, the officer may conduct a frisk of the outer clothing of the subject. If the subject is wearing a bulky garment which prevents an adequate frisk, the officer may reach under the garment and frisk the remaining clothing, but the frisk must be on the outside of the garments typically worn inside a building, such as a sweater, jacket, etc.
3. The purpose of the search in a stop and frisk situation is to discover weapons that may pose a threat to the officer.
  - a. If the frisk results in locating an object that is consistent with the shape, size, texture, etc. of a weapon, then further investigation by removing the object is permissible.

- b. If the officer feels an item during the frisk and it is immediately apparent that the item is contraband or evidence, the item may be removed and seized.
- 4. In many situations, officers have a legitimate interest in frisking a subject for their own protection, yet the circumstances do not meet the criteria for a stop and frisk. This commonly arises when officers place persons in their car who are not suspected of any criminal activity, such as a hitchhiker, certain traffic law violators, etc. Such persons may be frisked with consent, however, if the subject does not consent to the frisk, no frisk can be made. Subjects who refuse consent to be searched may not be transported or placed in police vehicles.
- 6. Officers shall consult with a representative attorney from the prosecutor's office prior to conducting paragraph 4 or 5 above.

E. Searches Incident to Arrest

- 1. Whenever an officer has arrested a subject who is to be taken into full physical custody, a search incident to arrest may be made.
- 2. This search may be made in the area within the grasp, reach, or lunge of the subject at the time of the arrest. In the case of arrest from an automobile, this includes the passenger compartment and its contents.
- 3. The search must be contemporaneous with the arrest.

D. Custodial Searches

- 1. Whenever an officer has arrested a subject for an offense or under circumstances where the subject will be taken into physical custody, then a custodial search will be made.
- 2. Custodial searches will not be made when the subject is detained only for the issuance of a citation.
- 3. The purpose of a custodial search is to discover not only weapons, but also evidence, instruments of escape, and to inventory property. Therefore, the custodial search is more exhaustive than a mere frisk.
- 4. A custodial search may include a strip search if the officer has a reasonable suspicion that evidence, weapons, or contraband is concealed beneath the clothing. A strip search must be approved by a supervisor, and must follow these guidelines:
  - a. The search will be conducted in a private room;
  - b. No more than two persons will be present in addition to the subject, and both shall be of the same gender as the subject. One must be a law enforcement officer.
- 5. Under narrowly limited circumstances, a body cavity search may be included in a custodial search, but only when there is a clear indication that evidence, weapons, or contraband is concealed within the subject's body cavities. A body cavity search must be approved by a supervisor, must follow the same guidelines as a strip search, and must be conducted by qualified medical personnel.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1550  
**TOPIC:** HANDCUFFS AND RESTRAINTS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01  
**REFERENCE:**

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### I. POLICY

All persons arrested and taken into custody by Port Orchard police officers will be handcuffed, unless specifically excepted by this General Order. Officers will receive training on the use of handcuffs and restraints, and will exercise reasonable care in the use of these devices.

### II. PROCEDURE

A. This General Order pertains to those persons who are arrested and taken into full custody to be lodged in jail or any other detention facility.

#### B. Use of Handcuffs

1. Persons arrested and taken into custody will be handcuffed, unless the officer can clearly articulate a medical reason for not handcuffing the subject.
2. When possible, handcuffs will be applied behind the back, double locked.

#### C. Use of Other Restraints

1. Temporary devices such as flex-cuffs or cord-cuffs may be used when conventional handcuffs are unavailable or impractical.
2. A restraint cord may be used as a waist belt to secure handcuffs.
3. A restraint cord may be used as a leg restraint when the arrestee represents an escape risk, or is combative. When used as a leg restraint, the cord should be applied as a hobble at the ankles only.
4. When an arrestee represents an escape risk or is combative, leg irons, Velcro leg restraints, and tether straps may be used as an option for leg restraint. None of these devices may be attached to the handcuffs.

#### D. Medical Precautions

1. Whenever a subject is restrained, any officer at the scene must be alert to medical

implications relating to the restraint of the subject, particularly when his or her ability to move the limbs and change position is substantially impeded.

2. Subjects who are restrained may experience medical distress. Therefore, officers shall follow these guidelines:

- a. If officers' body weight has been used to control a subject, relieve the weight as soon as safely possible.
- b. Move the subject to an upright position as soon as safely possible.
- c. Place the subject for transport in a position that does not impede the airway. Do not place the subject in the prone position.
- d. Regularly observe the subject during transport.
- e. Summon emergency medical assistance immediately if the subject displays any visible signs of medical distress, such as loss of consciousness, difficulty breathing, convulsions or tremors.
- f. Remove the restraints as soon as it is safely possible.

#### E. Other Restraint Guidelines

1. The officer who has custody of a handcuffed person will double lock the handcuffs as soon as possible after application, and make adjustments if necessary to minimize the risk of injury.
2. Ordinarily, persons in restraints should not be left unsupervised, and should not be attached to vehicles or objects. Exceptions may arise in special circumstances.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1560  
**TOPIC:** PRISONER TRANSPORTATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department will follow prisoner transportation practices designed to ensure the safety and security of prisoners, transporting officers, and the general public.

II. PROCEDURE

A. Responsibility for Transport

1. The Port Orchard Police Department is responsible for transporting:
  - a. Persons arrested by POPD officers, and not yet arraigned;
  - b. Persons in custody only for municipal ordinance violations;
  - c. Intoxicated persons placed in protective custody by POPD;
  - d. Mentally ill persons taken into custody by POPD when a mental health warrant has not yet been filed;
  - e. Persons who are being transported from a detention facility to a court appearance for a municipal ordinance violation.
2. Other prisoners are generally the responsibility of the Kitsap County Sheriff's Office and the corrections facility.
3. Prisoners will be transported:
  - a. For lodging in jail or other detention facility;
  - b. To medical facilities for treatment;
  - c. To court or hearings when in custody only for a municipal ordinance violation;
  - d. Pursuant to a specific court order directing POPD to transport the prisoner.
4. Exceptions may arise, and shall be brought to the attention of a supervisor for decision.

B. Preparation for Transport

1. Prisoners shall be searched each time they come into the custody of the officer.
2. Vehicles shall be searched prior to and after prisoner transports.

3. Whenever practical, prisoners will be transported in the back seat of vehicles equipped with prisoner shields.
4. When transporting in vehicles without shields, prisoners shall be:
  - a. With one officer, in the right front seat.
  - b. With two officers, in the right rear seat with the second officer behind the driver.
5. Prisoners shall be restrained in accordance with General Order 1550. This also applies to mentally ill or intoxicated persons taken into protective custody.
6. Officers transporting subjects in cruisers equipped with Prostraint seats shall secure the subject in the seat with the seat restraint strap. When immediate removal of a suspect from the scene is necessary, the seat restraint should be applied as soon as the subject is taken out of the area.

C. Guidelines During Transport

1. Prisoners must be under observation during transport.
2. Officers transporting prisoners of the opposite sex shall notify the dispatcher of their beginning and ending mileage.
3. Toilet facilities will not normally be required from point of arrest to booking point. In transports of more than 15 minutes, prisoners shall be allowed to use the toilet. Officers shall not lose sight of prisoners of the same sex. When prisoners of the opposite sex are permitted to use the toilet, officers shall position themselves in such a manner so as to prevent escape.
4. Each prisoner being transported from a detention facility must be positively identified by the transporting officer as the person who is to be moved. Booking records and numbers assigned to the prisoner in the detention facility must be verified and the person concerned confirmed as the person described in the records.
5. While engaged in prisoner transport, officers should avoid responding to incidents.

6. Prisoners should not be allowed to communicate with others during transport.
7. Prior to transporting prisoners to court who are security risks, the officer will notify the judge, who may allow or direct the use of restraining devices or additional security.
8. If meals are necessary during transport, they will be at restaurants selected at random.
9. The officer will provide the recipient facility with all known information about escape or suicide potential, illnesses, or other security problems the prisoner may present.

#### D. Disabled Prisoners

1. Disabled prisoners will be transported by police cruiser when possible. If this is not possible, the transport shall be by ambulance or other suitable means.
2. Disabled prisoners shall be handcuffed unless handcuffing would be physically impossible or harmful to the prisoner.

#### E. Medical Transports

1. Officers arresting persons requiring medical attention shall notify the shift supervisor.
2. If injuries are minor and the injured person requires medical treatment, the arresting officer may transport the person to the hospital, fire station, or other suitable medical facility. An ambulance shall be summoned if injuries are serious, and an officer shall accompany the ambulance.
  - a. If the arrest is for a misdemeanor or non-violent felony, the person arrested will be cited and released upon arrival at the hospital unless unusual circumstances exist.
  - b. If the arrest is for a violent felony, the arresting officer shall remain with the prisoner during treatment. If the prisoner is to be admitted, the officer shall contact the shift supervisor to determine whether a police hold or guard is necessary.
3. Officers receiving requests to transport sick or injured city prisoners from detention facilities to medical facilities will contact the shift supervisor who will determine:
  - a. If transportation will be provided by officer or ambulance;
  - b. What security arrangements will be employed;
  - c. Whether a guard is necessary, if the prisoner is admitted.
4. Sick or injured prisoners shall be handcuffed during transport unless this would be

physically impossible or harmful to the prisoner.

#### F. Non-Medical Ambulance Transports

1. Officers have the capability of summoning non-emergency ambulances for transports where no medical problem exists.
2. Requesting officers will supply the following information to CENCOM dispatch prior to the ambulance dispatch:
  - a. Sex and approximate age of subject;
  - b. Whether subject is conscious, alert and breathing;
  - c. Name of supervisor approving transport;
  - d. Case number of incident.
3. A non-emergency ambulance should not be requested when any apparent medical problem exists with the subject.

#### G. Escape of Prisoners During Transport

1. In the event of an escape during transport, officers shall:
  - a. Notify the dispatcher immediately;
  - b. Notify the shift supervisor;
  - c. Take appropriate action to recover the prisoner.
2. The transporting officer will submit detailed reports concerning any escape from custody, including an Incident Report and Supplementary Report.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1610  
**TOPIC:** EMERGENCY RESPONSE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00  
**REFERENCE:**

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### I. POLICY

Determination of the manner of response to an emergency call for service shall be made by the officer assigned within guidelines set forth in this General Order. In all cases, officers are expected to drive with due regard for the safety of all persons.

### II. PROCEDURE

#### A. Response Options

1. Non-Code: Routine non-emergency response. Officers will obey traffic laws while responding without unnecessary delay. Emergency signaling equipment will not be used.
2. Code: Urgent/emergency response. Officers will respond immediately. Officers will respond using emergency lights continuously. Officers will use the siren whenever violating traffic control devices, and at other times as needed. When responding Code, officers shall drive with due regard for the safety of all persons.

#### B. Response Code Selection

1. In selecting a response code, officers shall weigh the following information:
  - a. The nature of the call and information received from the dispatcher;
  - b. The risk created by the emergency response. Officers shall not respond in an emergency code condition when the response creates a risk greater than the emergency at the scene of the incident;
  - c. The prevailing conditions, such as weather, lighting, roadway condition, visibility and traffic;
  - d. The reaction that the approach of a vehicle with emergency lights and siren might cause at the scene of the incident.
  - e. The need for the immediate presence of an officer at the scene;

f. Whether other emergency service providers are at, or responding to, the scene.

2. Officers shall respond to medical emergencies and traffic accidents in a Non-Code condition unless the accident involves serious injuries and/or it is necessary to expedite arrival at the scene to protect physical evidence or to protect the scene so further collisions do not occur.
3. Any supervisor may designate a code other than the one selected by the responding officer.
4. Officers are encouraged to utilize the siren when responding Code to emergencies, in order to realize the greater protection afforded by its use.
5. Discontinued use of the siren is appropriate when the sound of the siren during approach might increase the hazard or risk at the scene, such as in response to an alarm.
6. Unmarked police vehicles will use extreme caution when responding Code. Drivers of these vehicles will keep in mind that they are less visible to the public than marked police vehicles.

#### C. Emergency Escorts

1. Officers should consider the nature of the emergency, the danger and hazards involved, and the emotional condition of the driver of the vehicle to be escorted before deciding to escort.
2. Escorts should normally be Non-Code. Code escorts, except for funeral escorts, should be used only in life-threatening emergencies for the purpose of preserving life, and in such cases, use of the siren is required.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1620  
**TOPIC:** DOMESTIC VIOLENCE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00; 1-31-05  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department regards domestic violence as a serious violent crime. The department will promptly respond to all allegations of domestic violence. The police role in domestic violence is to protect and assist the victim, to investigate the crime, to arrest the perpetrator when probable cause exists, and to preserve and collect evidence for prosecution.

II. PROCEDURE

A. Definitions

1. Domestic Violence: As defined in RCW 10.99 includes two elements: First, a relationship between the perpetrator and the victim defined in RCW 10.99.020(3), and second, that a criminal act has occurred as defined in RCW 10.99.020(5).
2. Domestic Dispute: Is an incident involving a relationship defined in RCW 10.99.020(3) where there was no criminal act.
3. Domestic Violence Treatment Provider: Refers to a treatment provider certified by the State of Washington as a batterer's treatment provider as defined in RCW 26.50.150.
4. Sworn Employee: Means a general authority Washington peace officer as defined in RCW 10.93.020, any person appointed under RCW 35.21.333, and any person appointed or elected to carry out the duties of the sheriff under RCW chapter 36.28.
5. Employee: Means any person currently employed with an agency.
6. Person of Influence: An elected official or high ranking appointed public official of the City of Port Orchard or any other governmental jurisdiction.

- B. For the purposes of this General Order, domestic violence shall be defined by RCW 10.99.020 and apply to a multitude of crimes as detailed in RCW 10.99.020.

- C. Upon determining an actual or suspected incident of domestic violence has occurred or been alleged officers shall:

1. Obtain or offer medical treatment for any injured person.
2. Interview the victim, suspect, and any witnesses. Interviews with victims shall be conducted out of the presence of the suspect.
3. Collect corroborating evidence, such as evidence of a struggle, weapons, and photographs of any visible injuries.
4. Conduct any additional investigation appropriate to the case.

- D. If the officer establishes probable cause to believe a crime has been committed, he or she shall arrest the person responsible, even if the victim does not wish to pursue the matter.

1. Officers should emphasize to both the victim and offender that the officer, not the victim, is initiating the criminal action.
2. Officer should not advise either party to contact the prosecutor's office to seek dismissal or amendment of the charges.
3. If the suspect is not at the scene, follow-up will be conducted to effect the arrest. This may include initiating a locate or broadcast, checking possible locations where the offender may be, etc.
4. Officers are discouraged from making a dual arrest. It is the responsibility of the officer to determine who the primary aggressor was. If a dual arrest is made, sufficient evidence must be documented to justify both arrests. In determining who the primary aggressor was, officers should consider:
  - a. Any history of domestic abuse between the parties;
  - b. The location and relative severity of injuries to both parties;
  - c. Any evidence of self-defense;
  - d. Information from witnesses, including children.

5. Following the arrest of the person responsible, the officer will:
  - a. Inform the victim of the disposition and warn the victim that the suspect may return.
  - b. Provide the victim a copy of the "Resource Guide for Domestic Violence Victims".
  - c. Discuss other available resources with the victim, such as protection orders, domestic violence telephones, and social service agencies.
  - d. Provide statement form for completion by the victim.
  - e. Advise the victim that before the person responsible is released from jail, a temporary no-contact order will be issued at the jail.
6. When probable cause is not present, the investigating officer will:
  - a. Tell the victim there is not sufficient evidence to arrest.
  - b. Inform the victim he/she can request the County Prosecutor's Office review the case to determine if charges can be filed.
  - c. Offer transportation or emergency housing to the victim.
  - d. Provide information about referrals and protection orders.
  - e. Provide a copy of the "Resource Guide for Domestic Violence Victims".

E. Disposition of Arrested Persons

1. Suspects arrested in cases of domestic violence will be lodged in jail.
2. Officer shall indicate on the pre-booking form that the arrest is domestic related.

F. Reports and Documentation

1. Officers assigned to investigate any incident that is domestic-related shall mark the Incident Report as domestic related. This information will be captured for statistical purposes.
2. Domestic-related cases should be classified with the incident code which best describes the event, such as domestic assault, malicious mischief, etc.
3. Officers should include names and information concerning children living in the household or present during the assault in their reports, even if the children did not witness the events.

G. Law Enforcement Employee Involved Domestic Violence

1. Officers responding to domestic violence or domestic dispute calls involving a police department employee or law enforcement employee from another agency shall immediately notify a supervisor to respond to the location as soon as possible.
2. If the incident involves a Port Orchard Police Department supervisor, the next higher ranking POPD supervisor shall be notified and respond to the scene. If the incident involves the Chief of Police, the police commander with concurrence of the Mayor shall arrange for an outside municipal police agency to conduct the investigation.
3. The initial responding officers shall separate the subjects involved and begin conducting an investigation in accordance with this policy.
4. When the on-duty supervisor or on-call supervisor arrives at the scene, the primary responsibility for investigation will rest with that supervisor. The officers present may then assist the supervisor as requested to obtain evidence, conduct witness interviews, etc.
5. The investigating officer or supervisor shall inquire if the victim requests any guns or specific weapons be removed for safekeeping and accommodate removal or explain the process for seeking a court order for removal.
6. Officers responding to suspicious circumstances, compelling third party accounts of incidents, unexplained property damage, etc. or other troubling event involving law enforcement employees from any agency will notify their supervisor immediately and such supervisor shall respond to the scene of the incident.
7. All domestic violence or domestic disturbance calls involving law enforcement employees requires, at the minimum, the completion of an incident report.
8. The on-scene supervisor will advise the victim of the potential for public disclosure of records and/or the criminal discovery process.
9. The on-scene supervisor will provide the victim with his/her contact information and will remain the victims contact person until such time as another assignment is made.
10. The on-scene supervisor shall provide the victim with information contained in section II.D.5 and II.D.6 of this policy. In addition, the supervisor will make themselves available to answer questions regarding the removal of weapons from the home and the department's policy on such incidents.

H. Notifications in Law Enforcement Employee Involved Domestic Violence Incidents

1. If the incident involves a Port Orchard Police employee, the responding supervisor shall notify the police commander and the chief of police as soon as possible.
2. If the incident involves an employee from another law enforcement agency, the responding supervisor shall notify the police commander and the highest ranking on-duty police supervisor from the employing agency. If the employee is arrested, the supervisor shall offer to seize the employee's duty weapon and agency identification or arrange for the employing agency to do so.
3. If a supervisor is notified by another agency that a Port Orchard Police employee has been arrested, the supervisor shall immediately notify the police commander and the chief of police and arrangements shall be made to immediately place the employee on paid administrative leave along with obtaining any department owned weapons and department identification.
4. Reports of incidents involving other law enforcement agency employees shall be forwarded to the respective agency in accordance with General Order 1940, Release of Reports and Criminal History.

I. Persons of Influence Involved Domestic Violence

1. 1. Officers responding to domestic violence or domestic dispute calls involving persons of influence shall immediately notify a supervisor to respond to the location as soon as possible.
2. The initial responding officers shall separate the subjects involved and begin conducting an investigation in accordance with this policy.
3. The investigating officer or supervisor shall inquire if the victim requests any guns or specific weapons be removed for safekeeping and accommodate removal or explain the process for seeking a court order for removal.
4. Officers responding to suspicious circumstances, compelling third party accounts of incidents, unexplained property damage, etc. or other troubling event involving persons of influence will notify their supervisor immediately and such supervisor shall respond to the scene of the incident.
5. All domestic violence or domestic disturbance calls involving persons of

influence require, at the minimum, the completion of an incident report.

6. The on-scene supervisor will advise the victim of the potential for public disclosure of records and/or the criminal discovery process.
7. The on-scene supervisor will provide the victim with his/her contact information and will remain the victims contact person until such time as another assignment is made.
8. The on-scene supervisor shall provide the victim with information contained in section II.D.5 and II.D.6 of this policy. In addition, the supervisor will make themselves available to answer questions regarding the removal of weapons from the home and the department's policy on such incidents.

J. Notifications in Persons of Influence Involved Domestic Violence Incidents

1. If the incident involves a person of influence, the responding supervisor shall notify the police commander and the chief of police as soon as possible.
2. If a supervisor is notified by another agency that a person of influence from Port Orchard has been arrested, the supervisor shall immediately notify the police commander and the chief of police.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1625  
**TOPIC:** COURT ORDERS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

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### I. POLICY

The diligent enforcement of protection orders is an important means to prevent domestic violence. The Port Orchard Police Department will investigate the violation of court orders and restraining orders to determine if a crime has been committed, and when probable cause exists, arrest persons found in violation.

### II. PROCEDURE

#### A. Definitions

1. Restraining Order: A term broadly applied to many kinds of court orders that forbid the respondent from doing some act. This term is most often used to refer to orders issued in divorce cases.
2. Protection Order: A court order issued to provide protection to a victim of domestic violence or a victim of stalking. Protection orders prohibit the respondent from imposing any restraint upon the applicant, and from threatening, assaulting, molesting, attacking or disturbing the peace of the applicant. A protection order may also include a provision that excludes the respondent from the premises occupied by the applicant.
3. No-Contact Order: Criminal in context of pending criminal action.
4. Anti-Harrasment Order: a court order based upon a subject who has been seriously alarmed, annoyed, or harassed by conduct which served no legitimate or lawful purpose.
5. Respondent/Defendant: The adverse party, against whom a protection or restraining order is issued.
6. Petitioner/Plaintiff: The person who sought the protection order or initiated the court case.
7. Ex parte: A legal term meaning "on one side." Most court orders are issued only after a hearing where both the plaintiff and the respondent have an opportunity to be

heard, however, protection orders are often issued ex parte.

8. Temporary No-Contact Oder: an order issued at the jail prior to release of a domestic violence offender. The order is temporary and valid for 7 days.

#### B. Application for Court Orders

1. Application is made at the offices of the District Court Clerk.
2. Officers may refer persons to the prosecutor's office Special Assault Investigation and Victim Services Unit or to the Victim/Witness Unit for assistance in determining eligibility or applying for a protection order.

#### C. Issuance and Service of Court Orders

1. Court orders are issued by the judge of the District Court.
2. Upon receiving an application for a court order, the court may elect to issue the order ex parte, if the court believes that immediate protection is needed. In this case, the court sets a future hearing date at which time the respondent may contest the continuation of the order in effect.
3. Alternatively, the court may find that an ex parte order is not needed, in which case the court will schedule a hearing date where the applicant and the respondent may be heard. The court will then determine whether to issue a court order.
4. All court orders, whether issued ex parte or after a hearing, are in force for one year unless rescinded or modified by the court.
5. Officers may encounter court orders that have been issued by the District Court in another Washington judicial district. Court orders are valid statewide.
6. It is a misdemeanor to violate a court order after service. Evidence that the order was served is an element of the crime.

7. The POPD Service Desk receives copies of all court orders, and judge's minutes modifying court orders. The Service Desk is responsible for maintaining and updating protection order records. The Kitsap County Sheriff's Office also maintains such records, and may have the most up-to-date records of service.
8. When booking a subject for a domestic violence related offense, the officer must provide information on the booking sheet indicating the case number of the report and the name of the person the no-contact order will protect.
9. The jail will then issue the temporary no-contact order prior to the release of the subject.

#### D. Investigation of Violations

1. Officers shall conduct investigations of alleged court order violations to determine if a criminal offense has occurred.
2. Officers conducting such investigations shall read the order, if available, and verify its accuracy and currency. Applicants for court orders are provided a certified copy of the order by the issuing court.
  - a. Copies of orders issued in Kitsap County that carry criminal penalties are on file at the Service Desk and at the Kitsap County Sheriff's Office, and can be verified by CENCOM.
  - b. Verification of orders issued by other Washington courts may require contacting the court that issued the order, or the Sheriff's Office in the county where the order was issued, if the contents or currency of the order is in dispute.
3. Officers investigating alleged violations must determine:
  - a. Whether the order in question is an order that carries criminal penalties.
    - (1) Protection orders: Mandatory arrest for violating restraint and exclusion provisions.
    - (2) No-Contact orders: Mandatory arrest.
    - (3) Restraining orders: Mandatory arrest if criminal legend appears. Issued in divorce cases, which exclude the respondent from the premises occupied by the petitioner may carry criminal penalties. These orders may be captioned in various ways, such as "Restraining Order" or "Protection Order." It is the content

of the order itself, not the caption or title, which determines whether criminal penalties apply. Therefore officers must read the order to determine if it contains an exclusion provision. These orders are valid unless rescinded or modified by the court.

- (4) Other kinds of restraining orders and other court orders generally do not have criminal penalties for violation. These orders can be enforced only through a civil contempt proceeding. Officers should seek advice from the prosecuting attorney's office when there is a question in this regard.
- b. Whether the order has been served. This may be determined by several methods, such as:
  - (1) The respondent admits that he or she has been served with the order;
  - (2) Checking directly with the issuing court;
  - (3) Checking with the POPD Service Desk or CENCOM.
4. Officers shall conduct all appropriate investigation to collect and preserve evidence of court order violations.

#### E. Arrest of Violators

1. If the investigation reveals probable cause to believe that the respondent has violated the order after service, the officer shall arrest the offender. If the offender is not present, the officer shall initiate appropriate follow-up.
2. Persons arrested for violations of such orders shall be lodged in jail, as required by law, and may not be cited and released.
3. If officers determine that the order has been issued, but that the respondent has not yet been served, they should attempt to arrange for the order to be served at that time. However, the respondent may not be detained against his or her will merely for the purpose of making service.

#### F. Reports

1. All alleged violations of no-contact orders, protection orders, restraining orders, exclusionary orders, or similar court orders require a case report.
2. Officers shall also complete other reports that may be necessary to fully document the case.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1630  
**TOPIC:** CHILD CUSTODY DISPUTES  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department considers its primary obligation in any child custody dispute to ensure the welfare of the child. The department also acknowledges a responsibility to enforce the State Statutes pertaining to violation of child custody.

II. PROCEDURE

A. General Guidelines

1. Custody of children resides with the parents or legal guardian, unless custody is granted to some other person by the courts.
2. It may be a crime to take or entice a child from the parent with legal custody, guardian, or other lawful custodian. Allegations of custody violations must be thoroughly investigated.
3. In any child custody dispute, the assigned officer will determine if the welfare of the child is jeopardized. If the officer discovers reasonable grounds to believe that the child is seriously endangered in his surroundings, or will be so endangered in the immediate future, and immediate removal appears to be necessary for the protection of the child, the officer will take the child into temporary custody. Child Protective Services will be contacted for placement of the child pending further proceedings.

B. Custody Disputes With No Court Order

1. The natural or adoptive parents of a child have equal custody rights when no court order to the contrary exists.
2. In such cases, officers have no authority to act other than to preserve the peace and ensure the welfare of the child. Officers must not intervene on behalf of either parent.
3. Officers may, however, mediate impartially and refer disputants to their attorneys.

4. If no agreement can be reached between the parties, officers are encouraged to maintain the status quo.

C. Custody Disputes With Washington Court Order

1. Officers investigating such matters should read any available court orders, and should attempt to verify both the authenticity and currency of such documents. This can be done by checking with the issuing court, or by interviewing knowledgeable persons, such as relatives, attorneys involved in the litigation, etc.
2. If officers can establish who has lawful custody in this way, then they should advise the person who has the children of the existence and contents of the court's order, and attempt to persuade the person to release the child to the lawful custodian. If this is impractical or unsuccessful, the person holding the child should be warned that he may be committing a criminal offense, Custodial Interference; or a civil offense of contempt of court.
3. Reports of alleged Violation of Child Custody should be referred to the Prosecuting Attorney's Office for consideration of criminal charges. If circumstances exist which require action before the reports can be prepared and reviewed by the Prosecuting Attorney's Office, the officer should confer with the on-call prosecuting attorney concerning the case if at all possible.
4. One of the elements of Custodial Interference is taking or enticing the child away from the person having lawful custody. When there is no taking or enticing (e.g. where a parent refuses to return a child after visitation, but did not take or entice the child away originally) officers should consult with the prosecuting attorney before considering an arrest.

D. Custody Disputes Involving Court Orders From Other States

1. Officers involved in such cases should confer with the Prosecuting Attorney's Office to determine the appropriate course of action.

E. Removal and Return of Children

1. Officers may intervene to physically remove a child from a person who is wrongfully keeping the child away from the lawful custodian, only when one of the following three conditions exists:
  - a. The officer has a reasonable belief that the child is or will be endangered in his present surroundings, or;
  - b. The child was taken or enticed away from the lawful custodian originally, and the officer has a reasonable belief that the person will attempt to conceal the child from the lawful custodian or remove the child from the jurisdiction of the court if immediate action is not taken, or;
  - c. The officer has conferred with the Prosecuting Attorney's Office and has been advised to take such action.
  - d. Pursuant to a specific court order authorizing removal of a child by law enforcement.

F. Disputes Involving Visitation Rights

1. The department will not enforce a non-custodial parent's visitation rights, and such complainants should be referred to their attorney.
2. If a parent having court-ordered visitation is refusing to return a child to the custody of the parent who has lawful custody, officers may not intervene to take custody unless the child is or will be endangered in his present surroundings.

G. Reports

1. An incident report should be completed to document all child custody violation investigations, except visitation rights complaints, which shall remain at the officer's discretion.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1640  
**TOPIC:** MENTAL HEALTH INVESTIGATIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department will investigate and take appropriate action in situations involving persons suspected of being mentally ill and dangerous.

### II. PROCEDURE

A. The Revised Code of Washington provides that peace officers may take a mentally ill or other person into emergency protective custody (EPC) when the person presents:

1. A substantial risk of serious harm to another within the near future, as evidenced by recent violent acts or threats of violence, or by placing others in reasonable fear of such harm, or;
2. A substantial risk of serious harm to himself within the near future, as evidenced by recent attempts at, or threats of, suicide or serious bodily harm, or evidence of inability to provide for his basic human needs, including food, clothing, shelter, essential medical care or personal safety.

B. Harrison Hospital is the designated coordinating facility. The Crisis Clinic must be contacted after hours; or the on duty Mental Health Professional for persons taken into EPC. In many cases, the subject can be taken to St. Anthony's Hospital in Gig Harbor, especially when traffic and/or a backlog at Harrison Hospital exists.

C. Only a peace officer or correctional officer has the legal authority to place a person in EPC. Although the decision is ultimately that of the investigating officer, the following assistance is available:

1. Officers may contact the Crisis Clinic. An on-duty or on-call mental health worker is available to consult with officers, and may evaluate the subject. Mental Health Professionals will ordinarily respond to

hospitals, in order to evaluate the needs of persons taken into EPC.

2. Officers may receive assistance at the Harrison Hospital Emergency Room or St. Anthony's Hospital Emergency Room. A mental health professional will be available to evaluate the subject and consult with officers.
3. Officers may also receive assistance from a community psychiatrist or clinician. A pre-screening form will ordinarily be completed prior to the officer's arrival in these cases.

D. Mental Health Professionals from Kitsap Mental Health have agreed to assist officers in making an appropriate placement for persons taken into EPC. Officers who are unable to locate a placement may contact a supervisor for assistance in resolving the matter if needed. The following alternatives are available:

1. Admission to the Residential Treatment Center (RTC) or Adolescent Treatment Center (ATC). The subject must be sober and medically stable. Officers must contact the Crisis Clinic prior to admission.
2. Admission to a hospital or other treatment facility. Officers should notify the staff that the person is in EPC, and request that security staff be notified prior to the patient's arrival.
3. Kitsap Recovery Center (detox) may be an acceptable alternative when the subject is under the influence of alcohol or drugs.
4. Voluntary admission is acceptable when this is in the best interests of the subject and the community.
5. The subject may be lodged in jail if a criminal offense has occurred. To ensure that the County Prosecutor is notified, note on the report form that the subject was confined.

E. Reports

1. Mental health investigations require an Incident Report, if a subject is taken into

custody or has threatened harm to themselves.

2. An Incident Report need not be submitted regarding mental health investigations, however an Incident Report should be completed regarding any attempted suicide.
3. If a subject is taken into EPC, an Incident Report must be completed.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1645  
**TOPIC:** INTOXICATED PERSONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department will make reasonable efforts to insure the safety of intoxicated persons who are incapacitated by alcohol and a risk to themselves or others.

II. PROCEDURE

A. Officers who observe or contact intoxicated persons shall take steps to protect such persons and others when there is a reasonable likelihood that foreseeable harm may occur. Several options are available, depending on the circumstances, including:

1. Taking the person home;
2. Leaving the person in the care of a medical professional or facility;
3. Transporting the person to a treatment or detoxification facility;
4. Leaving the person under the supervision of another responsible person;
5. Jailing the person, if he or she has committed an offense.

B. Detox and Protective Custody

1. Kitsap Recovery Center operates the Detox Unit.
2. The Detox Unit is available for intoxicated persons only on a voluntary basis.
  - a. Intoxicated persons may be taken into protective custody when the person is dangerous to himself or others, or is incapacitated by alcohol, such as:
    - (1) A person who is unable to care for themselves or safely find their way due to intoxication;
    - (2) An intoxicated person who has committed or threatened a violent act, or appears likely to do so.
  - b. Protective custody may only be used to preserve life or prevent injury to the intoxicated persons if other placements, such as home, hospital, etc. are unsuccessful or not feasible.

3. Officers may place a person in the Detox Unit by taking the subject to Kitsap Recovery Center in Bremerton and completing the intake form.

- a. Subjects shall be frisked and restrained prior to transport to Detox. All personal property shall be turned over to the Detox staff.
- b. Officers shall check local wants, warrants, and NCIC/WACIC on all such persons.
- c. Any necessary emergency medical care should be obtained prior to taking the person to Detox. Officers should be aware that there are several medical problems that are easily mistaken for intoxication, including stroke, head injury, Alzheimer's disease, diabetes, and others.

4. An intoxicated person who is arrested, but would otherwise meet the criteria established for citation and release, may be released into the Detox Unit with a citation. This disposition is ordinarily preferable to jailing the defendant unless there is some other justification for lodging in jail.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1650  
**TOPIC:** ALARMS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will respond to alarms when notified. In general, officers will consider all alarms to be valid, and proceed accordingly until investigation reveals otherwise.

### II. PROCEDURE

#### A. Robbery Alarms: General Guidelines

1. When available, at least two units will be immediately dispatched to robbery alarms. When on duty, a supervisor will respond to take charge of the incident.
2. When responding to robbery alarms, officers shall:
  - a. Approach and take a position of concealment and cover from which observation and appraisal of the scene can be made;
  - b. Coordinate their response to secure the perimeter;
  - c. Not enter a location until being contacted outside by an authorized contact person.
3. If it becomes necessary for a call to be placed to the location, this should be done only after the perimeter is secured.

#### B. Robbery Alarms at Financial Institutions

1. A system utilizing a placard has been established in cooperation with Kitsap County financial institutions.
  - a. Officers will look for a subject exiting the bank holding a white piece of paper or placard, indicating a false alarm.
  - b. The contact person, holding the white placard, should exit the building to contact officers.
2. When no placard is observed, this may indicate that a robbery is in progress, or that the employees are unaware of the alarm.
  - a. Officers should maintain surveillance for 1-2 minutes.

- b. If the situation appears to be normal, officers may then have the Communication Center call the business and determine the status of the alarm.

#### 3. Actual Robbery Procedures

- a. The contact person will call 911 after the robber has left the business. The Communications Center will keep the business on the line, and obtain pertinent information.
- b. The business will be advised to lock the doors, starting with the point of exit.
- c. When officers are in position, the contact person will be instructed to exit the building through a door other than the one used by the robber, and contact the officers for debriefing and investigation.
- d. If the suspect is still on the scene, every precaution should be taken to protect life and reduce the likelihood of a hostage situation. If possible, contact with the suspect should be made only after the suspect exits the building.
- e. Officers should protect the scene, secure evidence, separate witnesses until interviewed and obtain identification from anyone who must leave before being interviewed.

#### C. Burglary and Intrusion Alarms

1. When available, at least two units shall be dispatched.
2. Officers shall establish a perimeter, maintain surveillance, and check the exterior security of the building.
3. After the authenticity of the alarm has been determined and appropriate action taken, the contact person should be notified to check the premises and/or reset the alarm.

D. Registration of Alarms and Violations

1. All non-residential alarm systems must be registered with the chief of police. The department will maintain records on locations that have alarm systems registered.
2. The Records Unit will monitor the list of alarm dispatches, and report excessive false alarms and unregistered alarm systems to the City Prosecutor for prosecution.

E. Reporting Requirements

1. Officers responding to alarm calls, where the alarm is determined to be false, shall complete a false alarm report and submit it to the Records Unit.
2. If the alarm is not false, officers will complete the necessary case reports based upon the offense discovered.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1670  
**TOPIC:** BOMB THREATS, EXPLOSIVES, AND ARSON  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department will respond to all arsons, bomb threats and incidents involving explosives in order to protect life and property, investigate any crimes, and support the activities of other emergency responders. This plan will be reviewed annually.

### II. PROCEDURE

#### A. Call-Taker's Responsibility in Bomb Threats

1. Note information about the caller such as:
  - a. gender and approximate age from sound of voice;
  - b. mental state of caller;
  - c. background noises;
  - d. exact wording as much as possible.
2. Obtain detailed information about the threat if possible, such as:
  - a. location bomb is supposedly placed;
  - b. time and date bomb is to explode;
  - c. type of explosive device;
  - d. caller's name and personal information;
  - e. suspect's grievance or purpose for making threat.
3. Keep caller on the line as long as possible.
4. As soon as possible, preferably while caller is still on line, notify supervisor, and notify Communication Center.

B. The officer assigned to any bomb threat shall respond and contact the person in charge of the premises. When on-duty, a supervisor shall respond, and should request additional assistance if needed. Unless the threat is clearly false, the Fire Department shall be requested to respond.

C. The assigned officer, supervisor, and person in charge of the premise will confer to determine the extent of any evacuation or search to be conducted, based upon the circumstances of the threat, and the credibility of the call. The final decision on whether the building will be searched

or evacuated is that of the person in charge of the premises.

D. If evacuation or search procedures are to be undertaken, the responding supervisor should establish a command post location at least 300 yards from the building.

E. The Kitsap County Sheriff, Washington State Patrol and Sub Base Bangor maintain a bomb disposal unit that is trained and equipped to respond to bomb and explosive incidents.

#### F. Bomb Search Procedures

1. The bomb disposal unit will be in charge of any search to be conducted, and officers will assist if necessary. The bomb disposal unit will be notified immediately of any suspected device.
2. Officers who may participate in a search need to be aware that bombs may be fabricated to look like a typical object, such as a vacuum bottle, lunch pail, package, etc. Bombs may be triggered by any number of mechanisms, including pressure switches, motion switches, strings, mechanical devices, chemicals, electricity, radio devices, etc. Because of the danger and complexity of explosive devices, the following precautions should be observed:
  - a. Do not, under any circumstances, touch, disturb, or remove a suspected bomb. Notify the bomb disposal unit.
  - b. Do not smoke.
  - c. Restrict police radio usage.

G. The officer assigned to any arson, bomb threat, or incident involving explosives or explosive devices will continue with any appropriate investigation in an attempt to clear the case, and will document the case with appropriate reports.

#### H. Reports

1. A Case Report is required at the minimum in all arsons, bomb threats, and incidents involving explosives or explosive devices.



# PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1680  
**TOPIC:** CIVIL DISPUTES  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

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## I. POLICY

The Port Orchard Police Department must maintain a position of neutrality in all civil disputes. If officers encounter civil disputes they shall intervene only for the purposes of preventing violence, restoring and maintaining public order, impartially mediating disputes, and making appropriate referrals of the parties involved to the courts, their private attorneys, or other resources.

## II. PROCEDURE

### A. Property Disputes

1. Officers may be detailed to standby in a civil dispute over possession or ownership.
2. Officers should encourage presentation of both sides of the dispute. If the matter is civil, officers shall not assist either party, but may preserve the peace, mediate impartially, and refer the parties to their attorneys.
3. Officers may seek counsel from the City Attorney's Office, or Prosecuting Attorney's Office when it is necessary to determine whether a property dispute is a criminal or civil matter. If officers cannot determine whether the matter is civil or criminal, they should proceed as if it is civil.

### B. Repossession and Replevin

1. The law provides legal methods whereby a rightful owner may obtain possession of his property by judicial process. This process is known as "replevin."
2. Officers shall refrain from giving any assistance to individuals attempting repossessions without judicial process.
3. The department will assist the sheriff in executing replevin or similar legal process, if they request assistance, but only for the purpose of preventing violence or a violation of the law.

### C. Eviction

1. In cases where the residence is jointly owned or rented, both parties have equal tenancy rights. If one party demands that the other be evicted from the home, the officer must restrict his action to impartial mediation to preserve the peace.
2. In cases where one party has locked the other out of the residence, no action may be taken by an officer other than preserving the peace.

### D. Landlord-Tenant Disputes

1. The department shall respond to landlord-tenant disputes relating to problems such as liens, trespass, property damage, and eviction to preserve the peace.
2. Both sides of the dispute should be heard before deciding upon a course of action. Unless the facts clearly indicate a criminal violation, enforcement action should be avoided. Disputing parties should be referred to their respective attorneys.

### E. Removing Persons

1. Officers do not have the authority to ban an individual from a private location. Such an order must come from the owner or manager of the property. This order can be in the form of a trespassing letter kept on file at the police department.
2. A person may be arrested for trespassing who has been advised to leave by the owner or manager and refuses to do so, or who has been banned by the owner or manager but returns.
3. Hotel or motel owners or employees do not have the authority to permit officers to enter the room of a registered guest without the guest's permission or exigent circumstances.
  - a. Officers shall not eject a person or persons from his room solely at the request of the management.
  - b. Officers shall take appropriate action for any law violations.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1690  
**TOPIC:** RESPONSE TO WORKPLACE VIOLENCE INCIDENTS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-25-01  
**REFERENCE:**

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### I. POLICY

Across the country there have been more and more incidents of armed encounters and violence in the workplace and schools. The Port Orchard Police Department recognizes that no area is necessarily immune to this type of incident and the department recognizes the need to have a response plan in place.

### II. PURPOSE

The purpose of this policy is to define officer(s) response to violent incidents. These incidents may be active or static.

**Active** incidents involve life threatening actions by a suspect actively targeting victims.

**Static** incidents involve situations where the violence has already occurred and is now stopped, or where violence has been threatened but not yet occurred.

### III. PROCEDURE

#### A. Officer Response to Active Incidents

1. While responding to the scene, attempt to obtain the most up to date information regarding the current situation.
2. Upon arrival make the determination if the situation is active or static.
3. If the situation is active, officers are empowered to make critical decisions regarding the need for immediate intervention.
4. If an officer decides that an immediate response, such as entering a building is necessary to prevent loss of life, they should arm themselves with a long gun, and make every attempt to maintain radio communication with other responding units.
5. An officer can re-evaluate their response based on additional information they are provided or observe for themselves. Some situations may change from active to static,

which should then change their tactical response.

#### B. Officer Response to Static Incidents

1. While responding to the scene, attempt to obtain the most up to date information regarding the current situation.
2. Upon arrival make the determination if the situation is active or static.
3. If the situation is static, officers should attempt to identify exactly where the suspect is located.
4. Coordination must be established with other responding officers to contain and then isolate the suspect as quickly as possible.
5. Officers will then attempt to safely evacuate innocent persons from this inner perimeter where the suspect is contained.
6. If the situation should change from static to active, and officers feel life threatening force by the suspect is imminent against a citizen or officer, they are empowered to use whatever force or tactics necessary to stop the threat.

#### C. Equipment

1. Every effort should be made by responding officers to obtain and utilize specialized equipment in these high risk incidents.
2. Equipment such as ballistic shield, radio, entry tools, and long gun should be given careful consideration, time permitting.

#### D. Command

1. Once the incident is static, and the suspect has been located, contained and isolated, a location will be determined to set up a command post.
2. Once all necessary inner perimeter positions have been filled the command post will be staffed.

3. The command post should be located as close to the incident as possible, but not within any line of fire.
4. Any officer may be charged with staffing the command post until relieved by a supervisor.
5. In static incidents, where there is not an immediate threat to life, any decision to initiate any provocative action, such as entry to a building where the suspect is located should be made by the incident commander for this incident.
6. Efforts to establish communication with the suspect should be initiated after the suspect is isolated and contained.
7. Decisions regarding tactics once the situation is static will be made through the command post once it is established.
8. If outside expertise, and or resources are needed to resolve the incident, the incident commander shall make those requests.

#### IV. After Action

- A. Upon termination of the incident, the Incident Commander shall:
  1. Debrief all police personnel involved.
  2. Prepare an after-action report for the incident.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1710  
**TOPIC:** CRIME SCENE INVESTIGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01; 1-16-02  
**REFERENCE:**

I. POLICY

Port Orchard police officers' actions at crime scenes can contribute materially to the apprehension and prosecution of the perpetrator, and often determine the outcome of the overall investigation. Officers will perform the appropriate tasks to ensure a thorough crime scene investigation, and shall follow these procedures in executing their duties.

II. PROCEDURE

A. Crime Scene Protection

1. The first officer arriving at a scene is responsible for scene protection until relieved by a supervisor or by the officer assigned to investigate the offense.
2. The need for securing and protecting the scene will vary according to the location, lapse of time since the offense, prior contamination, and similar factors. Officers assigned to the scene of a crime have the following general responsibilities, although the circumstances of the case will dictate whether and to what extent each is applicable:
  - a. Appraise the situation and request any additional assistance needed, such as medical units, additional officers, etc.;
  - b. Provide emergency first aid to injured persons;
  - c. Detain suspects;
  - d. Identify victims, and witnesses, and detain if possible until interviews can be conducted;
  - e. Obtain any available descriptions of suspects, and relay such information to the dispatcher for broadcast to other units;
  - f. Establish a perimeter and limit access to the scene;
  - g. Protect the scene and evidence from contamination or loss.

3. Arriving personnel are not to enter secured crime scenes unless this is necessary for the investigation.
4. Officers protecting a scene should challenge any person attempting to enter. If a superior officer attempts to enter a protected scene, the officer should respectfully call to the superior's attention possible contamination that could result from entry.
5. Elected officials will not be authorized to enter any crime scene without authorization of the chief of police. This does not apply to sheriff or coroner.
6. All officers assigned to a crime scene shall reference the "Checklist for First Responders at Major Crime Scenes" and shall complete that portion of the document based upon their assignment at the crime scene. The document is available from the records unit.

B. Photographs as Evidence

1. When digital photographs are taken of evidence of a crime or a crime scene the following process shall be followed:
  - a. All digital images related to the case will be printed and placed into the case file where they can readily be viewed.
  - b. The digital images from the digital camera shall be transferred from the camera to a media storage device and placed into evidence under the related case.
2. When practical in serious cases, 35mm photos should also be taken and the undeveloped film case should be placed into evidence under the related case.

C. Evidence Collection and Preservation

1. Officers assigned to investigate offenses are expected to make reasonable efforts to locate and preserve any obvious items of evidentiary value, and to interview victims and witnesses.

2. The officer assigned is responsible for ensuring that the scene is processed for physical evidence, including, if appropriate:
  - a. Checking for latent fingerprints;
  - b. Sketching, photographing, or videotaping the scene;
  - c. Preserving marks and impressions;
  - d. Collecting other items of evidence.
3. The Detective Unit and Crime Scene Technicians will provide technical assistance to officers for evidence processing when necessary. In major crimes, the Detective Unit or shift supervisor may employ assistance of outside agencies.
4. For photos and videotape, officers should record pertinent details in their reports regarding the subject, location, perspective, and time and date.
5. Photographs, film, and videotape will be tagged and turned over to the Property and Evidence Unit, unless the photographs are related to the following in which case they will be affixed to the case file:
  - a. Civil matters;
  - b. Non-criminal motor vehicle collisions;
  - c. Parking violations; and/or
  - d. Other non-criminal matters approved by a supervisor.
6. Items of physical evidence should be marked at a minimum with the case number and the initials or mark of the person collecting the item. When it is impractical to mark this information directly on the evidence, officers should attach a tag or label to the item.
7. Officers should note in their reports the following information about physical evidence taken into custody:
  - a. Description of item, including make, model, serial number, color, and other identifying characteristics;
  - b. Source;
  - c. Date, time, and location where obtained;
  - d. Name of person collecting the item.
8. Additional guidelines for the recording, packaging, tagging, storage, and processing of physical evidence are contained in General Order 2010, "Property and Evidence."



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1715  
**TOPIC:** FOLLOW-UP INVESTIGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department seeks to ensure that cases are diligently investigated to their logical conclusion. Follow-up investigations will be conducted based on the severity of the incident, the likelihood of resolution, and the resources available.

II. PROCEDURE

A. Assignment of Follow-Up Investigations

1. All incoming reports are reviewed by the on-duty supervisor who determines if a follow-up investigation will be assigned. This decision shall be based on:
  - a. The nature and seriousness of the case;
  - b. The need for additional investigation or work;
  - c. The likelihood of clearance;
2. In most cases the original officer will be assigned to conduct all activities associated with the follow-up investigation. In some instances, the supervisor will also send a follow-up notice to the Detective Unit for assignment to a detective.
3. Any supervisor may assign an officer to a follow-up investigation as deemed necessary.
4. Follow-up work may also be self-initiated by the original investigating officer and so designated on the incident report.

B. Immediate Follow-Up

1. Officers needing immediate follow-up on a case shall complete a supplemental report describing the requested work.
2. The supplemental report shall then be submitted to the on-duty supervisor or when none are available, to an officer assigned to work the next shift.
3. When probable cause has been established to arrest a subject but the officer's shift is ending:

- a. Have CENCOM broadcast an attempt to locate for the subject;
- b. Complete the required probable cause affidavit and provide it to the records unit.
- c. When a secondary officer makes the arrest of the wanted subject and the subject provides a statement or other information pertinent to the development of probable cause, the secondary officer will complete an additional probable cause affidavit. In all cases, the secondary officer will at least complete a supplementary report.

C. Follow-up Notices

1. Supervisors will generate follow-up notices by providing a copy of the original report and noting the assigned officer's number in the follow up box on the front page of the report.
2. Follow-up notices will be forwarded to the assigned officer.
3. Follow-ups that are issued shall be completed within 15 days unless the case is part of an on-going investigation or there are extenuating circumstances preventing its completion in that time frame. In any case, any extension shall require approval of the officer's supervisor.

D. Follow-Up Investigation Process

1. Follow-up work will be completed without unnecessary delay.
2. Follow-up work shall be documented on an appropriate report and submitted to incoming report tray for review.
3. The officer's supervisor or on-duty supervisor will review the follow-up reports and determine the appropriate case status.
4. A list of late follow-ups shall be generated monthly and forwarded to each officer's supervisor. The officer's supervisor will ensure that late follow-ups are completed without delay.

E. Procedures for Conducting Follow-Up Investigations

1. The following steps are intended as a guide for follow-up activity when appropriate:
  - a. Review and analyze all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations;
  - b. Identify and apprehend suspect;
  - c. Conduct additional interviews and interrogations;
  - d. Seek additional information (from uniformed officers, informants);
  - e. Plan, organize, conduct searches, and collect physical evidence;
  - f. Determine involvement of suspects in other crimes;
  - g. Check suspects' criminal history;
  - h. Prepare cases for court presentation; and
  - i. Make a second contact with the victim and other principals involved in a case requiring follow-up investigation.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1720  
**TOPIC:** JUVENILE LAW VIOLATIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department's role in dealing with juvenile law violators is to protect the public and act in the best interest of the child. The responsibility for participating in and supporting juvenile operations is shared by all Department components and personnel.

requested or if one appears on behalf of the juvenile, regardless of who secures the attorney.

### II. PROCEDURE

#### A. Interviews of Juveniles as Suspects

1. 12 Years of Age and Under
  - a. Officers may make preliminary inquiries in the field of youths without parental permission. When an investigation focuses on a specific youth as a suspect, permission from the parent or guardian shall be obtained unless to do so would seriously impede the investigation. Miranda warnings must also be read.
  - b. If any youth is the subject of a custodial interrogation, Miranda warnings, including the juvenile clause, must be read. It may also be necessary to read Miranda warnings to the parent or guardian as well, depending on the youth's age, educational development, maturity, emotional state, and similar factors.
2. 13 to 17 Years of Age
  - a. Permission from a parent or legal guardian is not necessary.
  - b. Miranda warnings, including the juvenile clause are required.
3. Other Interview Guidelines
  - a. Except with approval from a supervisor, interviews shall be conducted for no longer than two hours, with reasonable breaks provided during that time.
  - b. No more than two officers will interview at any given time.
  - c. Any juvenile who has been arrested, detained, or deprived of liberty for whatever reason shall be allowed to consult with an attorney if one is

#### B. Custody and Detention of Juvenile Offenders

1. Officers may take youths into custody and/or issue a citation, when there is probable cause to believe that the youth has committed a violation of the law.
2. Officers may also take youths into custody when the youth is a runaway, wanted on an arrest warrant, endangered in his or her immediate surroundings, or pursuant to a court order.
3. From time to time probation officers request the department to take juveniles into custody for violation of probation or provisions of detention orders. In such cases, officers shall:
  - a. Verify the existence and contents of a court order authorizing detention by contacting the Service Desk or the Court;
  - b. Take the youth into custody and lodge at the Kitsap Juvenile Justice Center;
  - c. Complete a probable cause affidavit, or provide a copy of the court order.
  - d. Recontact the requesting authority to determine how the case should proceed if the juvenile is not located immediately.
4. Officers may exercise their discretion to release a juvenile who has allegedly committed an offense without formal action if:
  - a. The offense is a misdemeanor not involving drugs, sexual conduct, or an apparent risk of violence; and
  - b. The youth has no substantial record of law violations; and
  - c. The officer believes that informal handling of the situation is in the best interest of the child; and
  - d. A parent or legal guardian has been notified.
  - e. Officers are encouraged to include the victims in the decision making process.

5. Officers shall release juveniles only to a parent, guardian, or adult custodian who agrees to accept responsibility for the youth whenever the youth:
  - a. Is under the influence of alcohol or drugs;
  - b. Has committed a violent offense or sex offense;
  - c. Represents a risk of harm to self or others.

C. Photographs and Fingerprints

1. 7-13 Years of Age
  - a. Photographs can be taken.
  - b. No fingerprints can be taken without a court order.
2. 14-17 Years of Age
  - a. Juveniles in this age category arrested for a felony must be mugged and fingerprinted at the Juvenile Detention Center, whether the juvenile is lodged or not.
  - b. Officers may photograph and fingerprint misdemeanor offenders at their discretion.
3. Mug and print work can be done in the Juvenile Detention Center whether the juvenile is lodged or not.

D. Notification of Parent, Guardian, or Custodian

1. Officers shall make reasonable efforts to notify the parent, guardian, or custodian of any youth under the age of 18 who is:
  - a. Taken into custody, regardless of age;
  - b. Issued a citation of any kind, if under 16;
  - c. Issued a citation for a criminal offense, DUI, or anything other than a minor traffic infraction, if 16 or 17;
  - d. Detained for a significant period of time;
  - e. Interviewed as a criminal suspect.
2. The officer shall document the notification in the case report.
3. In the event that the parent, guardian, or custodian cannot be located prior to the end of the shift, the officer shall:
  - a. Record in detail the efforts made in his reports.
  - b. Turn the reports over to a supervisor for continuing efforts and documentation on the next shift.

E. Contact With Juveniles Within Schools

1. When responding to calls for service at schools, officers shall first make contact with the principal or school representative to obtain information, unless immediate intervention is needed.
2. When a law violation has occurred, officers will arrest or cite and release as provided in this General Order.
3. When it is necessary to make contact within the school for these purposes, officers shall first contact the office or the school resource officer for assistance.

F. Custody of Runaways

1. Unless extenuating circumstances exist, runaways will be returned to their home or the institution from which they are missing.
2. If this is not feasible, the following alternatives are available:
  - a. The youth may be placed with a responsible friend or relative, with the approval of the parent, guardian, or custodian.
  - b. If the youth is on probation, his or her probation officer should be contacted for placement.
  - c. If the youth is abused or neglected, the youth may be taken into temporary custody and Child Protective Services contacted for placement. Details are contained in General Order 1725, "Child Abuse Investigation."
  - d. At times placement at the Kitsap Juvenile Justice Center may be an alternative.
3. Runaways From Outside Kitsap County
  - a. If a criminal charge is pending, contact a juvenile probation officer, who may authorize placement in the Juvenile Detention Center.
  - b. The officer shall ensure that contact is made with the law enforcement agency that reported the juvenile missing to notify that agency the youth has been located and where he/she will be held.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1725  
**TOPIC:** CHILD ABUSE INVESTIGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02; 7-1-02  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department recognizes a special obligation to thoroughly investigate reports of child abuse and neglect. The goals of the investigation are to protect the child, collect and preserve evidence, identify and arrest perpetrators, and prepare cases for court.

occurred. POPD will, however, conduct partial investigations into abuse or neglect occurring outside of Port Orchard when necessary to initiate a report, or when requested by another law enforcement agency.

### II. PROCEDURE

#### A. Reports of Child Abuse and Neglect

1. When the Child Protective Services Unit (CPS) receives an initial report of suspected child abuse or neglect, they will forward the information to the law enforcement agency with jurisdiction.
2. When the department receives an initial report of suspected child abuse or neglect, they will forward the information to the local CPS office as follows:
  - a. When the information received suggests a need for immediate CPS involvement or assistance in the department's initial investigation, CPS should be contacted directly by telephone during normal business hours, or through the on call CPS caseworker after hours.
  - b. When immediate CPS involvement is not indicated, the Records Unit will forward information on the next business day.
  - c. Copies of all written reports of incidents will be delivered to CPS.
3. Officers are also obligated to initiate investigations of child abuse or neglect encountered on-view or in the course of other duties, even when no specific complaint or report has been received. Officers should be particularly aware of child abuse or neglect, which may be related to incidents involving domestic violence, alcohol-related incidents and drug offenses.
4. Reports received concerning abuse or neglect occurring outside of Port Orchard should be referred to the law enforcement agency in the jurisdiction where the incident

#### B. Investigative Responsibility

1. POPD will assume primary responsibility for investigating the following types of cases:
  - a. Sexual assault of a child by persons other than household or family members.
  - b. Physical abuse
  - c. Environmental neglect, such as lack of food, unsanitary or unsafe living conditions.
  - d. Child left unattended or without proper supervision.
  - e. Incidents of domestic violence with children present who are either directly involved, observe the violence, or are placed at risk by the violence.
  - f. Educational neglect of elementary school aged children.
2. CPS will assume primary responsibility for the following types of cases, although officers receiving original reports of such cases will conduct a preliminary investigation and submit reports as a referral to CPS:
  - a. Medical neglect
  - b. Educational neglect of special needs children in middle or high school.
  - c. Emotional abuse or neglect.
  - d. Chronic failure of parent or caretaker to meet the child's basic needs, where no immediate risk of harm exists.
3. Joint Investigation with CPS
  - a. POPD will investigate certain types of abuse or neglect jointly with CPS whenever practical. These will include:
  - b. Sexual assault of children by a household or family member.
  - c. Abuse or neglect occurring in child care facilities, foster or group homes.
  - d. Other cases in which CPS has requested assistance.

2. Conducting a joint investigation
  - a. Upon initial receipt of a case requiring a joint investigation, the receiving agency should contact the other agency. Both agencies should assign personnel to conduct the investigation.
  - b. The assigned CPS caseworker and officer should confer by telephone or in person to plan the investigation.
  - c. The need to protect the child takes precedence over the need to conduct the investigation jointly. When such emergency circumstances exist, officers shall proceed with the investigation, involving CPS as soon as practical.

#### C. Initiating the Investigation

1. The officer responding to the initial call shall gather information to establish the elements of a crime and jurisdiction.
  - a. The person reporting, if other than the victim, should be interviewed to determine if a crime has been committed and if the child is in imminent danger.
  - b. The identity of the reporting party may be kept confidential.
2. The officer shall determine risk to the child. High risk factors may include:
  - a. The alleged offender is in the home or remains in a caretaking role with the child or other children.
  - b. The child's physical or mental well being may be seriously endangered.
  - c. There is no adult caretaker able to protect the child.
  - d. There is a potential for multiple victims.
  - e. The child may be removed from the jurisdiction.
  - f. Physical or testimonial evidence may be lost.
3. The responding officer shall further:
  - a. Assess the need for an immediate arrest if the suspect is present.
  - b. Assess the need and arrange for immediate medical evaluation or treatment.
  - c. Assess the need for a search warrant.
  - d. Assess the need and arrange for crime scene preservation and processing.
  - e. Assess the need and arrange for a forensic interview with the child victim by trained personnel.
  - f. Assess the need to place the child into temporary custody.

#### D. The Forensic Interview of the Child Victim

1. When serious physical or sexual abuse is suspected, the interview with the child victim should be conducted by personnel who have received advanced training and demonstrated skills in this area. Absent any exigent circumstances, the interview shall be conducted by the Child Advocacy Center and/or SANE. See General Order 1726, Child Sexual Assault Investigation.
2. The initial interview with the child victim should occur as soon after the disclosure or report as possible.
3. The interview should be conducted in a place that is neutral and safe. When serious physical abuse or sexual abuse is suspected the forensic interview of the child victim should be conducted in accordance with General Order 1726.
4. The alleged perpetrator shall not accompany the child to the interview nor be present during the interview.
5. Interviews with child victims may be conducted without parental/caretaker notification or consent when necessary to protect the integrity of the investigation. When such interviews are conducted, the officer should arrange for parents to be notified as soon as practical so long as doing so will not jeopardize the investigation.
6. It is recommended the child victim be interviewed alone.
7. In addition to the identified victim, any other child living in the same household or having access to the alleged perpetrator should be interviewed to determine victimization or knowledge of ongoing abuse.
8. The forensic interview can be documented by detailed note taking, audio taping and/or videotaping.

#### E. Collateral Contacts

1. The non-offending parent/caretaker should be interviewed to gather background information, to determine their knowledge of the alleged abuse and to assess their ability to protect the child.
2. Other persons with information pertinent to the investigation should be interviewed and may include school personnel, day care providers, family physician, relatives, neighbors and any other witnesses.
3. When a child has been hospitalized or dies as a result of suspected abuse or neglect, all medical records of the child should be obtained.

#### F. Interviews of the Alleged Perpetrator

1. The alleged perpetrator should be interviewed at the police department if feasible.
2. Miranda warnings shall be given prior to the interview.
3. If possible, a taped statement should be taken from the alleged perpetrator.

#### G. Forensic Medical Examination

1. Child victims of serious physical abuse or neglect should have a forensic medical exam as soon as possible.
2. Photographs or video shall be done to document visible injuries.
3. The officer shall obtain a copy of the medical report including lab findings and results of further imaging studies. The officer shall also collect any videotapes, photographs and rape kits produced from a forensic medical examination.

#### H. Physical Evidence

1. Officers shall collect, process and preserve any physical evidence at the crime scene.
2. All physical injuries shall be photographed or videotaped. The victim's privacy and gender should be considered when obtaining photos. Photographs or video shall also be taken to document any hazardous, dangerous, or neglectful conditions.
3. The officer shall collect any video and audio tapes from interviews conducted at another location.

#### I. Arrest of the Perpetrator

1. When the investigation reveals probable cause that an offense has been committed, and the perpetrator can be identified, the officer shall arrest the suspect or seek an arrest warrant.
2. Persons arrested for abuse or neglect shall be either cited and released or lodged in jail, consistent with department arrest guidelines.

#### J. Actions to Protect the Child

1. Officers are empowered by State law to take children into temporary custody when there are reasonable grounds to believe the child is seriously endangered in his or her surroundings, and immediate removal appears necessary to protect the child.
2. Removing children from their home is a drastic measure, which should only be taken

when other options to protect the child are unavailable or insufficient.

3. The following cases present circumstances where law enforcement should consider the need for temporary custody:
  - a. Physical abuse has resulted in or could have resulted in serious injury.
  - b. The child has been systematically tortured or inhumanely punished.
  - c. The parent's/caretaker(s) disregard for the child's safety resulted in or could have resulted in serious injury.
  - d. The physical condition of the home is so dangerous that it poses an immediate threat of serious harm.
  - e. The child has been sexually abused or exploited
  - f. The parent/caretaker has purposefully or systematically withheld essential food or nourishment from the child.
  - g. The parent/caretaker refused to obtain or to consent to medical or psychiatric care that is needed immediately to prevent or treat serious injury or disease.
  - h. The parent/caretaker appears to be suffering from mental illness, mental retardation, drug abuse, or alcohol abuse so severe that they cannot provide for the child's basic needs.
  - i. The child has been abandoned.
  - j. There is reason to suspect the parent/caretaker may flee with the child to avoid investigation or legal action.
  - k. There is evidence that the parent's/caretaker's anger or discomfort about the report and the investigation will result in retaliation against the child.
  - l. The parent/caretaker has been taken into custody or arrested (for any reason) and there is no one to care adequately for the child.
4. The listing of circumstances for consideration of the need for temporary custody should not be interpreted to mean that children should invariably be taken into custody in such cases. Often other measures may suffice to protect the child:
  - a. Arranging for the alleged perpetrator to be removed from the home and to have no further contact with the victim.
  - b. Arranging for immediate correction of dangerous conditions or the immediate provisions of needed services.
  - c. Arranging for the child to be placed with a responsible and mutually agreed upon relative or friend, if the officer reasonably believes that such a third party can adequately protect the child, and if the parent or caretaker consents.

5. Officers taking children into temporary custody shall contact CPS for emergency placement.

K. Presence of Children at Illegal Drug Lab Locations

1. When an officer is aware that a suspect may have a child on the scene when an arrest is to be made, the officer shall contact CPS in advance;
2. Officers will photograph and document evidence of children present at lab site;
3. As appropriate, the investigating officer will ask the child questions concerning the living environment and drug use or manufacturing. If necessary, the child may be referred to the SAU child interviewer;
4. If warranted the officer will contact the Health District to test the site for contamination.
5. CPS is responsible to deliver any children to protective custody and to have the child examined for exposure to contaminants.

L. Reports

1. All child abuse and neglect cases require an Incident Report. Other reports may be necessary, depending on the complexity of the case. Reports are required even if:
  - a. The investigation shows that the alleged abuse or neglect is unfounded.
  - b. The original dispatch was for some other incident type (e.g. "check welfare"), but the circumstances and facts constitute an allegation, suspicion, or report of abuse or neglect.
  - c. The abuse or neglect was encountered on-view or while investigating some other type of incident.
2. Copies of all reports shall be forwarded to CPS when completed and may be forwarded to the prosecuting attorneys office.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1726  
**TOPIC:** CHILD SEXUAL ASSAULT INVESTIGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01  
**REFERENCE:** KITSAP COUNTY CHILD SEX ABUSE INV. PROTOCOL

I. POLICY

The goals of the Port Orchard Police Department in the investigation of child sexual assault are to protect the child, collect evidence, and arrest the perpetrator. The department will employ procedures designed to minimize trauma to the child and will work cooperatively with the Child Protective Services (CPS) and the Kitsap County Prosecutor's Office in joint investigations. This General Order pertains to sexual assault of persons under the age of 18.

II. PROCEDURE

A. Responsibility for Investigation

1. The Port Orchard Police Department shall investigate all reported cases of child sexual assault.
2. In certain cases, POPD officers will investigate the reported sexual abuse jointly with CPS if at all possible. These cases include:
  - a. Sexual assault of a child by a household or family member.
  - b. Sexual assault of a child alleged to have occurred in a childcare facility, foster or group home.

B. Initiating the Investigation

1. The officer responding to the initial call shall gather information to establish the elements of a crime and jurisdiction.
  - a. The person reporting, if other than the victim, should be interviewed to determine if a crime has been committed and if the child is in imminent danger.
  - b. The identity of the reporting party shall be kept confidential.
2. The officer shall determine risk to the child. High risk factors may include:
  - a. The alleged offender is in the home or remains in a caretaking role with the child or other children.
  - b. The child's physical or mental well being may be seriously endangered.

- c. There is no adult caretaker able to protect the child.
  - d. There is a potential for multiple victims.
  - e. The child may be removed from the jurisdiction.
  - f. Physical or testimonial evidence may be lost.
3. The responding officer shall further:
    - a. Assess the need for an immediate arrest if the suspect is present.
    - b. Assess the need and arrange for immediate medical evaluation or treatment.
    - c. Assess the need for a search warrant.
    - d. Assess the need and arrange for crime scene preservation and processing.
    - e. Assess the need and arrange for a forensic interview with the child victim by the designated child interviewer, employed by the Kitsap County Prosecutor's Office at a location to be designated by Prosecutor's Office.
    - f. Assess the need to place the child into temporary custody.

C. The Forensic Interview of the Child Victim

1. In child sexual assault cases, the victim should be interviewed by personnel who have received advanced training and who have demonstrated skills in this area.
2. Sources for assistance in child interviewing include:
  - a. POPD Supervisors who may call in any officer with special training or experience to assist in interviews;
  - b. Child Protective Services;
  - c. Kitsap County Prosecutor's Special Assault Investigations and Victim Services (SAIVS) Unit; and/or
  - d. Kitsap County Prosecutor's Sexual Assault Unit.
3. The initial interview with the child victim should occur as soon after the disclosure or report as possible and shall be conducted by the designated child interviewer assigned by the prosecutor's office.

4. Only in extreme cases, such as the unavailability of the child interviewer and where the victim is in immediate danger or the suspect is at risk of fleeing the area, should the interview be conducted by other personnel. In this case, another investigator with experience and specialized training in these types of interviews shall be used. In this case, officers shall follow section C.2 above in finding a specialized investigator.
5. Officers shall contact the on-duty Deputy Prosecuting Attorney prior to conducting any interview with any child under the age of ten.
6. The interview with the child should be conducted in a place that is neutral and safe. Whenever possible, the interview should be conducted at the SAIVS building or a facility designated by the child interviewer.
7. The alleged perpetrator should not accompany the child to the interview nor be present during the interview.
8. Interviews with child victims may be conducted without parental/caretaker notification or consent when necessary to protect the integrity of the investigation. When such interviews are conducted, officers should arrange for parents/caretakers to be notified as soon as practical so long as doing so will not jeopardize the investigation.
9. When necessary, the child may be transported to the SAIVS building or other designated location by the officer. When the child is being transported from a school to the SAIVS building or other designated location, every effort should be made to use a plain clothed officer.
10. It is recommended that the child victim be interviewed alone.
11. In addition to the identified victim, any other child living in the same household or having access to the alleged perpetrator should be interviewed to determine victimization or knowledge of ongoing abuse.
12. The forensic interview can be documented by detailed note taking, audio taping and/or videotaping.

#### D. Collateral Contacts

1. The non-offending parent/caretaker should be interviewed to gather background information, to determine their knowledge of the alleged abuse and to assess their ability to protect the child.
2. Other persons with information pertinent to the investigation should be interviewed and may include school personnel, day care

provider, family physician, relatives, neighbors and any other witnesses.

#### E. Interviews of the Alleged Perpetrator

1. The alleged perpetrator should be interviewed at the police department, if feasible.
2. Miranda warnings shall be given prior to the interview.
3. If possible, a taped statement shall be taken from the alleged perpetrator.

#### F. Role of the Victim Advocate

1. Victim Advocates should be involved as soon as possible.
2. The advocate will provide support and crisis intervention for the child and non-offending family members. The advocate may also make appropriate referrals to mental health services.

#### G. Forensic Medical Examination

1. All children who give a history of sexual abuse occurring any time in the past should be assessed to determine the need for a forensic medical exam.
2. The forensic medical exam should be scheduled as soon as possible after the initial interview.
3. Whenever possible, the forensic examination should be conducted at the SAIVS building through Harrison Hospital's SANE program.
4. There are several situations that require an immediate forensic medical examination:
  - a. An assault within the past 72 hours.
  - b. A report of current bleeding or pain in the genital or anal area.

#### H. Physical Evidence

1. Officers shall collect, process and preserve any physical evidence at the crime scene.
2. Photographs or video shall be taken of any evidence at the scene and of any physical injuries, such as bruises and abrasions.
3. The officer shall collect any video and audio tapes from interviews conducted.
4. The officer shall also collect any videotapes, photographs and rape kits produced from a forensic medical examination.

I. Arrest of the Perpetrator

1. If the investigation reveals probable cause, the perpetrator should be arrested and lodged.
2. Officers shall request full mug and print work at the jail.

J. Actions to Protect the Child

1. In child sexual assault cases, protecting the child requires ensuring that the alleged perpetrator does not have any continuing access to the child.
2. Whenever possible, it is preferable to make arrangements for the suspect to leave the home, rather than removing the child.
3. Officers may assist in making arrangements for the child to stay with a suitable relative or friend if this is agreeable to the parent.
4. If the officer has reasonable grounds to believe that the child is or will be endangered in his/her surroundings and immediate removal appears necessary for the child's protection; the officer shall take the child into temporary custody. CPS will be contacted for a placement of the child pending further proceedings. Further instructions for temporary custody are contained in G.O 1725.

K. Reports

1. Child sexual assaults require an Incident Report. Supplementary reports may be necessary based on the circumstances of the case.
2. Copies of all reports will be forwarded to the County Prosecutor's Office and CPS when completed.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1730  
**TOPIC:** MISSING PERSONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02; 3-19-03  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will conduct prompt and thorough investigations on all missing person reports. A procedure for handling adult and juvenile missing person cases is provided as a guide for investigative efforts.

### II. PROCEDURE

- A. Officers will be assigned to investigate all missing person reports, including known runaways.
- B. When contacting the reporting party, an officer shall obtain the following information:
  - 1. Date, time, and location last seen;
  - 2. Information about circumstances of disappearance, especially any unusual circumstances which might indicate the person was abducted or is otherwise in risk of harm;
  - 3. Identity of associates friends, relatives, and others who might have information about the whereabouts of the person;
  - 4. Information about any steps that have already been taken by the reporting person or others to locate the missing person;
  - 5. Any information about where the missing person might have gone, or places that the missing person frequents.
- C. Complete personal information and description of the missing person, to include the following information needed for NCIC/WACIC entry:
  - 1. Complete name;
  - 2. Date and place of birth;
  - 3. Social security, operator's license, and other identifying numbers;
  - 4. Complete physical description;
  - 5. Description of vehicle, if involved;
  - 6. Clothing description;
  - 7. Recent photograph, if available.

### D. Investigative Actions

- 1. An immediate follow-up investigation should be initiated in any case involving extenuating circumstances, and in all cases involving juveniles.
- 2. The original investigating officer will be assigned the follow-up investigation on missing persons, including runaways.
- 3. The Detective Unit will be assigned to assist with follow-up on missing persons, however, follow-up responsibility rests with the original officer.
- 4. On runaways, the School Resource Officer should be advised.
- 5. The reporting person should be re-contacted periodically during the course of the follow-up investigation.
- 6. When a child under the age of 12 has been reported missing, and is not located within 2 hours (or prior to nightfall), the officer should contact a supervisor who will arrange for additional assistance in searching and conducting follow-up.
- 7. If there is evidence of a crime or other extenuating circumstances that would indicate that a minor child (under 18) is in danger, the officer should immediately notify a supervisor and additional resources up to and including an amber alert notification may be appropriate.
- 8. In any case where it appears that the person may be in danger of physical harm or the victim of a crime, supervisors may contact news media and request assistance in publicizing information about the missing person.

### E. NCIC/WACIC Entry and Broadcasts

- 1. The investigating officer shall initiate an NCIC/WACIC entry and broadcast as soon as possible on all missing persons.
- 2. When a missing person is located, the employee receiving the information will arrange for cancellation of the NCIC/WACIC entry and broadcasts.

## F. Child Abduction Alert System (Amber Alert)

1. The Amber Alert plan is available for limited use relating to children who are abducted or become missing under the below criteria:
  - a. Victim must be under 18 years of age;
  - b. Victim is not a voluntary runaway;
  - c. A risk of serious bodily injury or death to the victim is present based upon the judgment of the investigating officer;
  - d. The Amber Alert activation occurs within 4 hours of the qualifying event, unless circumstances dictate otherwise;
  - e. Enough descriptive information exists to believe that the Amber Alert activation will assist in the recovery of the child;
  - f. It must be reported to and investigated by POPD.
2. The following are non-qualifying uses for the Amber Alert Program:
  - a. Missing children believed to have run away;
  - b. Missing child taken by non-custodial relative in a child custody case;
  - c. Lost children;
  - d. Police searches for criminal suspects; or
  - e. Missing elderly or Alzheimer patients.
3. Implementation Procedures for an Amber Alert:
  - a. Investigating officer verifies evidence of possible abduction;
  - b. Investigator contacts shift supervisor for approval;
  - c. Shift supervisor contacts police commander for approval;
  - d. After approval by both the supervisor and chief of police, investigator completes all required department reports;
  - e. Complete Amber Alert information report;
  - f. Fax Amber Alert form to CENCOM who then becomes the center for receiving information and also a copy to WSP Communications in Bremerton to activate the state-wide system and road message signs;
  - g. CENCOM and Washington State Emergency Management Division will then activate the Amber Alert through the state's Emergency Alert System (EAS);
  - h. Citizens with information about the alert will be instructed to contact 911 with information;
  - i. CENCOM will forward all tips received to the initiating agency;

- j. Any updates to the Amber Alert should be phoned or faxed to CENCOM upon receiving them;
- k. At the request of POPD, the Kitsap County Department of Emergency Management (DEM) will partially activate the Emergency Operations Center (EOC) for direction and control by POPD. DEM will provide:
  - (1) Public Information Officer Support;
  - (2) Volunteers to staff EOC phones; and
  - (3) Any logistical support requested.
4. The following procedure shall be followed to cancel the Amber Alert:
  - a. Initiating agency will notify CENCOM and WSP Communications by use of cancellation form if recovery is made or alert is no longer needed;
  - b. CENCOM will initiate an EAS message to cancel the Amber Alert.
5. Amber Alert forms are available from the records unit and/or CENCOM.

## G. Reports

1. Missing adult cases require a minimum of an Incident Report, if the person is not located within 24 hours. Other reports, such as Supplementary Reports, may be necessary depending on the circumstances.
2. When a juvenile has been reported missing for more than 2 hours a report will be made. A report on a juvenile will be made immediately if there is reason to believe a criminal act has occurred related to the missing child.
3. Officers shall document all follow-up investigation with appropriate reports.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1735  
**TOPIC:** HATE CRIME INVESTIGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will strive to identify and record all hate crimes. Officers shall actively encourage the reporting of hate crimes. The department will thoroughly investigate such offenses, and seek vigorous prosecution of those responsible for such crimes. For the purpose of this order, hate crimes are defined as offenses motivated by hatred of, or bias against, a victim based on his or her race, religion, ethnicity, national origin, handicap, or sexual orientation.

### II. PROCEDURE

- A. Any criminal offense may be a hate crime when the victim is targeted due to the bias or hatred described in the definition. Although not an all-inclusive list, such crimes may include:
1. Homicide
  2. Assault
  3. Sexual Assault
  4. Vandalism
  5. Arson
  6. Disturbing the Peace
  7. Stalking
  8. Harassment
- B. Officers shall classify offenses as hate crimes when it appears likely that hatred or bias was the motivation for the criminal act.
- C. Officers assigned to investigate a hate crime shall:
1. Thoroughly investigate the facts and circumstances of the offense;
  2. Identify, recover, and preserve physical and testimonial evidence;
  3. Conduct timely follow-up investigation as assigned;
  4. Identify suspects and effect arrests whenever possible.

### D. Reporting Requirements

1. Officers investigating hate crimes shall complete the reports required for the specific type of incident, as described in General Order 1930, "Reports."
2. Officers shall also note on the Incident Report that the offense is considered a hate crime.

### E. Information Concerning Hate Crimes

1. The department will collect statistical information concerning hate crimes, and comply with all State and Federal guidelines concerning hate crime reporting.
2. The department shall provide public record information concerning hate crimes to the public, including the news media, but will endeavor to protect the confidences of victims of hate crimes to the extent that this can be accomplished within the law.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1737  
**TOPIC:** IDENTITY THEFT INVESTIGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-19-03  
**REFERENCE:**

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### I. POLICY

State law allows law enforcement officials to aggressively investigate and prosecute identity thieves. The Port Orchard Police Department will thoroughly investigate such offenses, minimize and prevent victimization, and seek vigorous prosecution of those responsible for such crimes.

### II. PROCEDURE

A. Jurisdiction for the crime can be established in one of two ways:

1. Where the victim lives; or
2. The location where any part of the offense took place.

B. Officers assigned to investigate an identity theft crime shall:

1. Thoroughly investigate the facts and circumstances of the offense; and
2. Meet with the victim in person to verify the victim's identity through available means.

C. Fingerprinting

1. Officers shall provide the victim of identity theft an Identity Theft Packet and explain to them the procedure to complete it. The packet contains several items including but not limited to a fingerprint card, code word instructions, and miscellaneous documents and instructions.
2. POPD service desk personnel will then instruct the victim on how to send the completed fingerprint card and payment to the Washington State Patrol.
3. After receipt of the fingerprints, the WSP will issue a letter to the victim indicating the prints are on file. Included in the letter is a notice to businesses regarding their obligations to provide information to the victims. This letter serves as a means of identification for the victim.

D. Reporting Requirements

1. Document as best as possible the following information:
  - a. How the victim's personal information was stolen;
  - b. How it has been used, if known; and
  - c. The extent of the financial impact of the victim.
2. Complete an incident report and any other necessary reports.

E. Correction of Public Records-Victim's Assistance

1. State law provides avenues for a victim to correct public records and block adverse credit reports.
2. The law requires businesses to provide victims with information about fraudulent transactions made in their name.
3. Officers will provide victims with an Identity Theft Victim Information Sheet so as to best minimize their victimization.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1738  
**TOPIC:** FRAUDULENT CHECK INVESTIGATIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:**  
**REFERENCE:**

I. POLICY

In order to have a consistent investigative procedure with the Kitsap County Prosecutors Office, all law enforcement agencies will handle the investigation of fraudulent check investigations in a similar manner.

II. PROCEDURE

A. Check Enforcement Program

1. A program instituted by the Kitsap County Prosecutors Office.
2. The program is to be utilized by all law enforcement agencies in the county.
3. All businesses and individuals must use the program for qualifying bad checks.
4. The public can view and register for the program by visiting the website: [www.hotchecks.net/kitsap](http://www.hotchecks.net/kitsap).

B. Misdemeanor Cases

1. NSF, Account Closed, and other bad checks of a misdemeanor level must first be sent through the prosecutor's office "Check Enforcement Program".
2. It is the responsibility of the merchant or individual who accepted the check to send the check through the "Check Enforcement Program".
3. At the discretion of the prosecutor, some cases may be forwarded to POPD for investigation based upon the amount of the check or the offenders history.

C. Felony Cases

1. Counterfeit or forged checks:
  - a. Officers will respond and investigate these types of check cases. They will not be sent to the "Check Enforcement Program".
  - b. Officers will ensure that the merchant or individual complied with the "General Reporting Requirements for Fraudulent Checks" listed below.

- c. The merchant or individual must have completed the "Fraudulent Check Form".
2. NSF, closed account and other bad checks:
  - a. The merchant or individual may elect to send these felony level checks through the "Check Enforcement Program".
  - b. If the victim chooses not to send the check through the program, officers will respond and investigate these types of check cases.
  - c. Prior to taking the report, officers will ensure that the merchant or individual complied with the "General Reporting Requirements of Fraudulent Checks" listed below.
  - d. The merchant or individual must have completed the "Fraudulent Check Form".

D. General Reporting Requirements of Fraudulent Checks

1. POPD will only accept fraudulent checks, including forgeries for investigation when they meet all of the following conditions:
  - a. A Washington State Drivers License, WA State ID Card, or a valid military ID with photograph was presented at the time the check was accepted and the respective license number was legibly recorded on the check along with the person's initials who accepted the check.
  - b. The person accepting the check compared the photograph and description of the person passing the check, and witnessed the signing of the check. The person accepting the check must compare the signature on the ID with the signature on the check. If both items compare with the person presenting the check, the person accepting the check should write "photo check" near the initials and the ID number.
  - c. The original check and completed "Fraudulent Check Form" are presented

- to POPD within 90 days from the date the check was accepted for payment.
- d. POPD accepts checks for prosecution only. Restitution is not guaranteed in every criminal case. If only restitution is desired, the victim should pursue civil actions to recover the loss.
  - e. The check must not have been submitted to a collection agency.
  - f. The check must have been accepted within the City of Port Orchard city limits. Checks written outside the city limits must be forwarded to the police agency with primary jurisdiction.
  - g. No checks will be accepted for prosecution drawn on accounts with out of state addresses.
  - h. No post-dated checks will be accepted for prosecution.
  - i. No check will be accepted for prosecution if when the check was accepted by the merchant or individual they had knowledge that there were insufficient funds in the account.
  - j. No two-party checks will be accepted for prosecution.
  - k. No checks will be accepted if a "manager over-ride" or similar procedure was completed against a warning issued by the cash register.
  - l. NSF and Account Closed checks presented for felony criminal investigation must be for no less than \$750 (or multiple checks totaling no less than \$750).
  - m. NSF checks must have been presented twice to the issuing bank for payment and deposited with that bank for collection of funds owed.
  - n. When the bank returns an NSF or Account Closed check, the person or business receiving the check must send a certified letter, return receipt requested, to the last known address of the person who issued the check. The letter must demand payment within 15 days. If the debt is not settled within 15 days of the date the letter was sent, the case may then be presented to POPD for investigation. A copy of the letter requesting payment and the receipt for certified mail must accompany the check.
  - o. Stop Payment cases will be reviewed on a case-by-case basis because they generally involve a civil dispute between the check writer and payee.
  - p. In all cases submitted, the witness and victim (or business representative) must be willing to testify in court.
  - q. Banks must follow these additional procedures
    - (1) If the check is passed by a person without an account, the bank needs to have a legible fingerprint on the front or the back of the check where the bank will not overprint it.
    - (2) If a current account holder passes the check, the bank will need to supply all account and personal information supplied when the account was newly established.
    - (3) Bank security film will be needed whenever possible in order to identify the suspect. Still prints will be needed and the original film turned over to the police department for future use in court.
2. Copies of the "General Reporting Requirements for Fraudulent Checks" and the "Fraudulent Check Form" are available from the records unit to give to the public.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1740  
**TOPIC:** DEATH INVESTIGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department will thoroughly investigate all deaths and utilize the expertise of the Crime Scene Technicians and Detective Unit in these investigations.

### II. PROCEDURE

#### A. Responsibility of Investigation

1. Police officers will respond to and investigate, or assist in investigating, all deaths. Supervisors will provide support and assistance by responding to all death calls and may request assistance from the Crime Scene Technicians and Detective Unit.
2. The Crime Scene Technicians and Detective Unit are responsible for investigating all homicides, suicides, work-related and industrial accidents, child deaths, and suspicious deaths. Crime Scene Technicians and Detectives will conduct the investigation and prepare all required reports. Any officer assisting in the investigation will complete a report documenting their involvement.
3. A supervisor will respond to all homicide and suicide calls to coordinate the initial investigation. The supervisor will also be responsible for contacting outside assistance when necessary such as the Washington State Patrol Crime Lab, FBI Crime Scene Technicians or another outside agency.

#### B. Coroner Investigations

1. Concurrent investigations will be conducted by the Kitsap County Coroner's Office with the assistance and overview of the Crime Scene Technicians and Detectives when the department is actively involved in the investigation of:
  - a. A homicide or suspicious death
  - b. Fatality accident
  - c. Suicide
  - d. Accidental death

2. All other coroner's investigations will be the sole responsibility of the Kitsap County Coroner's Office.
3. The investigation will consist of the following steps, when applicable, and shall be conducted by the Crime Scene Technicians or Detectives:
  - a. Examination of the body for obvious evidence, especially any signs of violence or apparent injury;
  - b. Examination of the scene;
  - c. Preservation and collection of physical evidence;
  - d. Obtaining background information concerning the deceased, including any medical history;
  - e. Interviewing the person who discovered the death, persons who had contact with the deceased most recently, family members, or any other person with relevant information;
  - f. Conferring with the coroner's physician, assistant, and prosecuting attorney's office to determine if an autopsy will be ordered;
  - g. Contacting OSHA, FAA, DOT, or any other agencies with an interest in the investigation.

#### C. Notifications

1. In any death case where the Port Orchard Police Department is conducting the investigation the assigned officer will contact the coroner's office. The coroner's office is responsible for signing the death certificate in all such deaths.
2. In all death cases, except suicides, the assigned officer will also contact the prosecuting attorney's office.
3. Officers may contact and confer with the prosecuting attorney's office and the coroner's office as necessary.
4. While it is generally the responsibility of the coroner's office to handle notifications, there may be times when the assigned officer is responsible for notifying family members of

the death, or making arrangements for such notification.

- a. The closest available relative should be notified and assistance provided in contacting other relatives.
- b. If next-of-kin cannot be contacted, officers should record any information available about relatives in their reports.
- c. The assigned officer shall note in the report whether notification has been made, and who was notified.

#### D. Disposition of Bodies

1. Disposition of bodies in the above type cases is the responsibility of the Kitsap County Coroner's Office.
2. The investigating officer shall note in his/her reports the disposition as advised by the coroner's office.

#### E. Autopsies

1. An officer may be assigned to attend autopsies as part of the investigation.
2. The purpose of attending the autopsy is to take possession of evidence and serve as witness and observer. A report should be completed following the autopsy that describes any evidence discovered and significant observations.

#### F. Disposition of Personal Property

1. Personal property and effects in the immediate possession of the deceased, or on his person at the time of the investigation are the responsibility of the coroner.
2. All property should be thoroughly inventoried. Items needed as evidence, cash, checks, credit cards, jewelry, and other valuables should be taken into custody and checked into the Property and Evidence Unit.
3. Other items may be turned over to the coroner's office when the body is removed.

#### G. Reports

1. All death investigations require an Incident Report.
2. All officers involved in the investigation or present at the scene for any reason will complete a supplementary report outlining their involvement in the investigation.

#### H. Release of Information

1. Information concerning any suspicious death, or death caused by illegal means, shall not be released to the public or news media unless authorized by the prosecuting attorney or chief of police.
2. Information concerning natural deaths, suicides, or accidental deaths may be released only by supervisory personnel after family notification.

#### I. General Information for Other Deaths

1. Hospice Deaths
  - a. Hospice programs and procedures allow terminally ill persons in the final stages of illness to die at home or in a care facility under a physician's care.
  - b. The Kitsap County Coroner's Office will respond to hospice deaths and complete the coroner's investigation.
  - c. If the death is suspicious, the Crime Scene Technicians and Detective Unit should be contacted for assistance.
2. Sudden Infant Deaths
  - a. The SIDS Foundation of Washington coordinates a support network for parents of infants who have died of Sudden Infant Death Syndrome.
  - b. Officers assigned to an investigation involving SIDS should contact The SIDS Foundation of Washington with information about the death so services may be offered to the family.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1750  
**TOPIC:** INFORMANTS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department recognizes the importance of informants to law enforcement efforts. The clearance of criminal offenses frequently relies upon information provided by the public. All officers are encouraged to cultivate and maintain sources of information within the community. The procedures established in this General Order are intended to ensure that the use of informants is carefully supervised, monitored, and recorded.

### II. PROCEDURE

#### A. Use of Informants

1. When using information provided by informants, officers should attempt to:
  - a. Establish the credibility and reliability of the informant by determining if past information supplied was valid.
  - b. Corroborate the information through other sources and means, if possible.
  - c. Establish the informant's basis of knowledge.
2. Officers shall not rely upon information supplied by any informant who has provided inaccurate information in the past, or who is otherwise unsatisfactory. Any incidents of false or inaccurate information should be documented for reference.
3. Officers are not authorized to grant informants immunity from prosecution for information received.
4. Anytime the use of an informant is being considered, both WestNet and Bremerton Special Operations Group will be notified and deconfliction insured.
5. The on-duty supervisor shall always be notified when an officer is meeting with an informant.

#### B. Confidentiality of Informants

1. Unless an informant agrees to disclosure, his identity shall be kept confidential to the extent possible.
2. Police reports are subject to laws of discovery, therefore, officers should not identify confidential informants by name in reports, or in any context that they can be identified.
3. Officers should be aware that a court may order disclosure of the informant's identity. Officers should advise informants they can not be guaranteed total anonymity, however, every reasonable effort will be made to protect their identity.

#### C. Consideration for Informants

1. Investigative funds may be used for payment to informants who have provided worthwhile information or services. Procedures are delineated in General Order 1755, "Investigative Funds."
2. Officers negotiating for information or services in return for any consideration, or who desire to use the informant as an agent of the department, must first obtain approval from their supervisor. If the consideration involves criminal charges, the offer or arrangement must be additionally approved in advance by the Prosecuting Attorney's Office.
3. Juveniles under the age of sixteen may only be used as paid or directed informants with the approval of a supervisor and written permission of a parent or guardian.

#### D. Use of Informants in an Undercover Capacity

1. The use of an informant in an undercover capacity requires the advance approval of a supervisor. Such uses of informants will be closely monitored by a designated supervisor.

2. Informants used undercover will be managed by an officer of the same gender.
3. Prior to using an informant for undercover work, a planning meeting will be scheduled by the assigned supervisor.
4. The meeting is to determine tasks, make assignments, exchange information and intelligence, identify the informant to all participants, plan surveillance, and establish meeting locations.
5. Close surveillance will be maintained in operations involving the undercover use of informants. When feasible, direct visual observation and use of a personal microphone/transmitter should also be considered.
6. The investigating officer's supervisor shall be kept updated on the case and shall be made aware of the time and location of all meetings with informants.

#### E. Confidential Informant File

1. A confidential informant file is maintained by the Records Unit supervisor. The security and maintenance of the file is the responsibility of this supervisor and access is limited to the police commander or chief of police.
2. The confidential informant master file contains the following information:
  - a. Biographical and background information;
  - b. Criminal history record, if any;
  - c. Photograph;
  - d. Fingerprints;
  - e. Code name or number of informant;
  - f. Reliability record;
  - g. Record of payments made to informant;
  - h. Supervisor approving use of informant.
3. Requests for information contained in the master file should be directed to the Records Unit supervisor. A log will be maintained on all releases of information from the confidential informant file.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1755  
**TOPIC:** INVESTIGATIVE FUNDS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00  
**REFERENCE:**

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I. POLICY

The Port Orchard Police Department maintains funds that may be used for investigative purposes. All disbursements from the fund will be recorded and the account will be audited each quarter.

II. PROCEDURE

A. Investigative funds may be used for any of the following:

1. To purchase contraband, stolen property, or evidence;
2. Expenses incurred during a liquor or vice investigation;
3. Payments to informants for information on criminal cases.

B. Requests for Funds

1. During Business Hours
  - a. Officers requesting investigative funds shall forward a memo to their supervisor for approval. The memo should contain the following information:
    - (1) Reason for requesting the funds;
    - (2) Applicable case number;
    - (3) Type of case involved;
    - (4) Amount requested.
  - b. Funds are provided to the officer through the Special Investigations Unit fund. If the amount requested exceeds cash on hand, a check will be given to the officer.
2. Funds During Non-Business Hours
  - a. Requests for investigative funds should be made to the on-duty supervisor, not to exceed \$200.00.
  - b. A memo must be completed detailing information for the fund request.
  - c. The supervisor will review the request, disburse funds, provide the officer with needed forms, and maintain the fund ledger.

C. Disbursement of Funds

1. All officers receiving investigative funds must sign the original memo indicating receipt.
2. Officers are responsible for the proper use of investigative funds delivered to them, and the completion of the required forms.
3. Any money not used for the original approved purpose must be returned to the supervisor or chief of police.
4. Investigative funds will be audited as part of the regular City audit process.

D. Funds to Informants

1. When investigative funds are used to pay informants, officers obtaining the funds will also be provided with a receipt. After payment is made, the officer must complete the receipt and return it to the chief of police.
2. A Cooperating Informant Personal History Report must be completed when paying an informant. The report should be forwarded to the Records Unit Sergeant for inclusion in the confidential informant file.

E. Reports

1. Investigative fund usage must be documented on a case report.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1760  
**TOPIC:** SEARCH WARRANTS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 7-1-02; 9-18-02  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department will seek search warrants as necessary during investigations when adequate information is developed to constitute probable cause. Search warrant service will be planned in advance, taking into account the safety of officers and the public.

II. PROCEDURE

A. Obtaining a Search Warrant

1. Officers shall contact a supervisor for authorization to seek a search warrant.
2. The prosecuting attorney's office shall be contacted for assistance in securing the warrant.
3. The officer seeking the warrant shall brief the attorney with case information and details regarding the probable cause.
4. Officers should obtain copies of all reports containing pertinent information for review by the assisting attorney.

B. Information Needed for the Affidavit

1. Identify the persons, place, or vehicle to be searched.
2. Persons known to reside at the place to be searched should be named or described in detail. Officers should obtain the accurate spelling, date of birth, and address for all such persons.
3. The place or premises must be identified by exact address or legal description, including apartment numbers. If an address is not known, a detailed description of the location is required.
4. A vehicle can be identified by listing the VIN, license number, and vehicle description, or any combination thereof. The location of the vehicle should be included.

5. Identify evidence or property to be searched for and seized.
  - a. Accurate and full descriptions of property should be detailed in the affidavit. Officers should review reports in the case file to obtain the best description possible.
  - b. Always utilize serial numbers, identification numbers, and brand names when possible.

C. Reliability of Affidavit Information

1. Information from officers, police reports, victims, witnesses, or citizens who are identified by name is considered reliable.
2. Reliability of a confidential informant can be established if the informant has given proven, reliable, information in the past, and it appears the informant has a basis of knowledge for the information provided.
3. Confidential informants also can be deemed reliable if:
  - a. They supply very specific detailed information;
  - b. An officer is able to independently verify their reliability;
  - c. The information is independently corroborated.
4. Any incidents of unreliability of confidential informants must also be described in the affidavit. Officers should include any arrests and convictions for false information, forgery, fraud, or perjury, or knowledge the informant previously lied.

D. Special Search Warrant Provisions

1. Night time Service
  - a. Search warrants should be served between 0700 and 2000 unless the warrant specifically authorizes nighttime service or exigent circumstances exist.
  - b. The affidavit must describe specific reasons why the search warrant should authorize nighttime service.

2. "No-Knock" Warrant
  - a. If a "no-knock" search warrant is requested, the affidavit must describe specific justifications, such as:
    - (1) A great threat of danger to officers serving the warrant;
    - (2) Evidence or property sought could be easily destroyed.
3. Sealed Warrants
  - a. In certain cases, it is necessary to have the search warrant and affidavit sealed by the court.
  - b. Any requests for sealed warrants shall be approved by a supervisor and then shall be requested through the prosecuting attorney's office.

- (7) SWAT Team
- (8) Medical units
3. Issues and Assignments for Consideration
  - a. Routes of travel to location, parking of vehicles at location, and foot approach routes to building.
  - b. Assignment of specific personnel to carry necessary equipment to location.
  - c. Exterior assignments of personnel to cover routes of escape.
  - d. Assignment of entry personnel to clear occupants from assigned rooms/areas.
  - e. Specific area assignments for officers conducting the search.
4. A briefing meeting shall be conducted with the supervisor and assigned personnel to review the plan and assignments.

#### E. Issuance of Search Warrants

1. After proofreading the warrant, affidavit and receipt, officers will need the original and two copies of each of the documents.
2. The officer who is named as the affiant must present the affidavit and warrant to a judge for consideration.
3. The judge will review the affidavit and warrant and if he or she is satisfied probable cause exists, will sign each.
4. The judge shall sign the original warrant and affidavit. Additional certified copies should be made by the court clerk.
5. A copy may be left with the judge when requested.

#### F. Planning and Preparation for Search Warrant Service

1. The officer seeking the warrant and his or her immediate supervisor are responsible for planning the warrant service.
2. When appropriate, the planning should include such steps as:
  - a. Establishing advance surveillance at the location of service;
  - b. Checking past reports and intelligence information concerning the principals;
  - c. Obtaining a diagram of the interior of the premises;
  - d. Determining general locale and features around the location where the warrant will be served;
  - e. Obtaining needed personnel, and equipment, such as:
    - (1) Evidence collection supplies
    - (2) Additional officers
    - (3) Vehicles
    - (4) Canine unit
    - (5) Entry tools
    - (6) Camera and video equipment

#### G. Entry Procedures

1. In all cases, a uniformed officer shall be on the entry team.
2. Plainclothes officers should display their badge to avoid misidentification, and use raid jackets or vests if possible.
3. Officers serving search warrants shall clearly announce their presence and purpose and shall demand entry, except in the case of a court authorized no-knock search warrant.
4. If timely access is denied, or if no one appears to be present or responding, or officers reasonably believe the occupants are destroying evidence or preparing to resist, then immediate forced entry may be made.
  - a. Officers making forced entries shall continue to announce their presence and purpose upon gaining entry.
  - b. In non-emergency situations, officers should select the least destructive means practical when making forced entry. Officers should not promise payment for any damage done.

#### H. Search Procedures

1. Officers shall secure the premises by locating and controlling persons present at the scene.
2. The scope of the search shall be within the bounds authorized by the warrant. For example, if the warrant is for a particular item, an officer may only search those areas or containers which could conceivably contain that item.
3. It is advisable for searchers to work in groups of two or three with one person recording the time and location of evidence discovery.

4. When practical, officers should leave evidence in place until it can be photographed prior to collection.

I. Illegal Drug Lab Locations

1. Whenever an officer becomes aware that property has been contaminated by hazardous chemicals used in the manufacture of illegal drugs, the officer shall contact the Bremerton-Kitsap County Health District at (360) 692-3611 within 24 hours of discovery.
2. The Health District is responsible to:
  - a. Within one working day post the property;
  - b. Within 14 days:
    - (1) Assess contamination;
    - (2) Evaluate for human use;
    - (3) Report the property to the State Department of Health;
    - (4) Notify occupants, property owners, and other parties with a legal interest;
    - (5) Approve contamination reduction plans;
    - (6) Determine fit for reoccupancy or use.

J. Presence of Children at Illegal Drug Lab Locations

1. When an officer is aware that a suspect may have a child on the scene when an arrest is to be made, the officer shall contact CPS in advance;
2. Officers will photograph and document evidence of children present at lab site;
3. As appropriate, the investigating officer will ask the child questions concerning the living environment and drug use or manufacturing. If necessary, the child may be referred to the SAU child interviewer;
4. If warranted the officer will contact the Health District to test the site for contamination.
5. CPS is responsible to deliver any children to protective custody and to have the child examined for exposure to contaminants.

K. Completion of Search Warrant Service

1. A signed copy of the warrant and a copy of the completed receipt must be left at the premises.
2. The receipt must be signed by the officer taking inventory and one witnessing officer.
3. Officers shall make reasonable efforts to secure the premises.

L. Final Document Preparation and Return

1. The original warrant, affidavit, and receipt shall be returned to the prosecuting attorney's office. A copy of the above shall also be placed into the case file.
2. The warrant, affidavit, receipt, inventory, and return will be filed by the prosecuting attorney with the court. The return must be filed within ten days of the issuance of the warrant.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1770  
**TOPIC:** SUSPECT IDENTIFICATION AND INTERROGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00  
**REFERENCE:**

I. POLICY

The identification and interrogation of suspects shall be accomplished in a manner that ensures due process of law. Officers must scrupulously follow the guidelines of statute and case law pertaining to interrogation and identification.

II. PROCEDURE

A. Field Identification

1. During a criminal investigation, officers may find it necessary to bring a suspect to the scene for identification. When conducting field identification, the following elements must be present:
  - a. A crime has been committed;
  - b. The subject fits the general description of the suspect;
  - c. The identification takes place in the field and within a short period of time after the crime.
2. Location of the Field Identification
  - a. Suspects may be taken back to the scene involuntarily only when he/she is under arrest.
  - b. When the officer has a reasonable suspicion that the person is responsible, a temporary detention is justified. In such instances, witnesses and victims may be transported to the location of the suspect for identification.

B. Photographic Line Ups

1. Photo line-ups are conducted for victims and witnesses for the purpose of identifying the suspect. When conducting a photo line up, officers should:
  - a. Select a minimum of six photographs;
  - b. Number each photo and conceal any information on the photo that identifies the subject;
  - c. Select photos of subjects that have similar characteristics;

d. Display photos in a manner that does not bring undue attention to a particular photo.

2. A line-up admonition must be signed by the victim or witness prior to showing photos and after they either identify or fail to identify the suspect.
3. If identification is made, photographs must be preserved for court.
4. Photocopies of the photos should be included in the case file.
5. The method for conducting the photo line up should be documented in reports.
6. Submit original photo line-up into evidence.

C. Physical Line Ups

1. A physical line up involves the placement of a suspect in a group of individuals for viewing by the witness or victim.
2. Officers needing to conduct a physical line up shall contact the detective or a supervisor for assistance.

D. Miranda Warnings

1. Officers must advise in-custody suspects of their Miranda warnings in order to protect the admissibility of their statements as evidence in court. These warnings must be given whenever a suspect is the subject of a custodial interrogation.
2. For Miranda purposes, custody includes any situation in which:
  - a. The subject is under arrest;
  - b. The subject's freedom is restricted in any significant way;
  - c. The subject is not free to go, or you would not allow the subject to go if he or she chose to do so;
  - d. The circumstances are such that a reasonable person in the subject's position would not believe that he or she was free to go, or would believe that he or she must answer questions before being allowed to go.

3. Interrogation means questioning or its functional equivalent.
4. During transports of arrested persons, advise the subject they are under arrest and have the right to remain silent and the right to an attorney.
5. The warnings are not required when:
  - a. The subject is not in custody; and
  - b. The officer does not intend to deprive the subject of his or her freedom; and
  - c. The officer has not given the subject the impression that he or she is required to answer questions.
6. Generally, Miranda warnings are not required for traffic offenses, although offenses that involve custodial arrests, such as DUI, would require Miranda warnings.
7. When a subject makes voluntary, unsolicited statements, it is necessary to advise him or her of these rights at first practical opportunity.
8. When Miranda warnings are necessary, officers shall either:
  - a. Read the warnings from the pre-printed card supplied by the department; or
  - b. Use the Miranda warning and waiver form.
9. Officers should note pertinent facts regarding the warnings in their reports.

#### E. Waiver and Interrogation

1. Before proceeding with a custodial interrogation following the Miranda warnings, the subject must understand his or her rights.
2. If a subject requests to remain silent, and that request is unequivocal, then the questioning must stop. If the subject expresses uncertainty on remaining silent, the officer must clarify before continuing with the interrogation.
3. If the subject expresses a desire for counsel prior to, or at anytime during questioning, the questioning must stop until he or she has consulted an attorney.
4. Once a subject has been formally charged with the offense in court, and counsel retained or appointed, he or she may not be questioned without consulting his or her attorney, unless the subject initiates contact with the officer.
5. Miranda warnings should be given again after any substantial delay after a previous interview, and prior to a subsequent interview by another law enforcement officer.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1780  
**TOPIC:** CRIME ANALYSIS AND INTELLIGENCE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-31-05  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department regards the gathering and dissemination of criminal intelligence and crime analysis as a necessary law enforcement function that serves the public interest by allowing for the early detection and prevention of criminal activity. The Crime Analysis and Intelligence Unit (CAIU) of the department is responsible for gathering, analyzing, and disseminating information on criminal activity while conforming with US Code 28 CFR Part 23.

### II. PROCEDURE

A. The gathering of criminal intelligence is to be conducted in conformance with department General Orders and with state and federal law.

#### B. Priorities

1. The first priority of the CAIU is to review and analyze information concerning criminal activity that comes to the attention of the department for the following purposes:
  - a. Provide timely information to the command staff concerning current criminal activities, projected trends, and threat assessments;
  - b. Facilitate coordination of enforcement activity between the different units of the department;
  - c. Identify methods of operation of criminals;
  - d. Identify and track offenders committing repeated crimes in the city;
  - e. Identify and track criminal organizations operating in the city;
  - f. Identify and track criminal street gangs operating in the city; and
  - g. Identify and track documented criminals residing in the city.
2. The second priority of the CAIU is to investigate intelligence leads on suspected criminal activity.

- a. Any information discovered through these leads shall be forwarded to the respective officer assigned to the initial investigation as a follow-up.
- b. If the investigation is the work of another law enforcement agency, the information shall be forwarded to that agency for follow-up.
3. The third priority of the CAIU is to gather criminal intelligence from other law enforcement agencies for use by POPD officers and to facilitate coordination of such information between the department and other law enforcement agencies.

C. Employees assigned to the CAIU are also responsible for:

1. Gathering information from other agencies and recorded sources for backgrounds on criminal suspects or organizations;
2. Prepare trial charts when necessary;
3. Conduct link analyses;
4. Obtain criminal histories when related to a specific case; and
5. Input data into the intelligence database.

D. Every member of the department is responsible for gathering criminal information and forwarding all information to the CAIU.

#### E. Reports

1. Officers with information contained within another investigative report that would be valuable to the CAIU shall request a copy be forwarded to the unit.
2. Information that meets the standards set forth in federal regulations will be accepted into the department intelligence database.

#### F. Analysis

1. Feedback from analysis maybe in the form of a report, in person briefing with the CAIU

officer, or e-mail response when the material is not sensitive in nature.

2. Officers receiving crime analysis information shall be aware of the sensitive nature of the material.
3. Information of interest to all department members shall be made available at regular intervals by the CAIU through the briefing folder, CAIU flyers or memorandums.

G. Law Enforcement Information Exchange (LInX) Database

1. The department maintains a records system in cooperation with agencies from around the Puget Sound area.
2. Data is placed into this system by each of the participating agencies from their own records management systems.
3. This system is available for use by all officers at different user levels.
4. Officers should contact the department LInX program manager for authorization to use the system and for specific training.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1810  
**TOPIC:** MOTOR VEHICLE COLLISION INVESTIGATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department will conduct collision investigations in order to protect the public, enforce any traffic law violations, restore the orderly flow of traffic, and record information which is required by law.

II. PROCEDURE

A. Collisions within the City of Port Orchard which involve any of the following, require an investigation:

1. Death or injury, on private or public property.
2. Property damage collision occurs on public property, and damage to the property of any one person exceeds \$700.
3. Any hit and run, on private or public property.
4. Driver impairment due to alcohol or drugs.
5. Vehicles carrying hazardous materials.
6. City-owned vehicles with any amount of damage.

B. Officers assigned to a collision are responsible for coordinating activities at the scene, and completing all required reports. Supervisors will be notified of serious injury collisions and should respond to the scene as needed.

C. Collision Scene Responsibilities

1. Protect the scene by positioning the police vehicle and activating emergency lights.
2. Summon needed assistance such as medical, fire, additional law enforcement personnel, tow truck, etc.
3. Inquire as to injuries, administer first aid to injured persons, and arrange for any needed emergency treatment.
4. Collect physical evidence, including necessary measurements.
5. Arrange for traffic control, if needed.
6. Maintain order in the event of any disturbance.
7. Interview drivers and witnesses, and obtain statements when necessary.

8. Arrange for a chemical test of any driver who appears to be under the influence of alcohol or drugs.
9. Obtain necessary information for the investigation and Collision Report.

D. Fatality and Serious Injury Collisions

1. Whenever a fatal collision has occurred, or a collision so serious that it appears a fatality may result, the investigating officer will notify his or her supervisor as soon as reasonably possible.
2. A department fatality collision specialist will assist with the investigation. If specialized assistance with any other collision investigation is needed, a fatality specialist may be requested.
3. When necessary, additional assistance may be requested from the Washington State Patrol or other Kitsap County law enforcement agency.
4. Officers shall identify impairment in all fatal collisions.
  - a. A drug recognition expert (DRE) or advanced roadside impaired driving enforcement (ARIDE) officer will respond to all fatal collisions. If one is not available, the on-scene fatality specialist needs to identify and/or eliminate signs/symptoms of impairment.
  - b. The officer will ask the surviving driver if he/she has any injury from the collision. If any of the following conditions exist, the process would stop:
    - (1) Injury that would prevent the driver from completing standardized field sobriety tests (SFTS) or preliminary breath test (PBT);
    - (2) Injury that would prevent the driver from providing informed consent for the SFTS's or PBT; or
    - (3) Driver is unable to provide knowing consent.
  - c. If none of the above conditions are met, the officer will proceed with asking the

surviving driver to complete the SFST's, including the PBT.

- d. The PBT result will be recorded on the collision report and verbally provided and/or shown to the driver.
- e. Once the officer establishes that the driver is not impaired, the officer will give the MADD handout, a wallet-sized card that explains the purpose of investigating all surviving drivers of fatal collisions for alcohol impairment, to the subject.

#### E. Belated Collisions

1. Belated collisions are those collisions that are reported more than one hour after the event, in which the vehicles involved have moved from the scene.
2. Persons reporting belated collisions should be informed that they are not required to report if there is under \$700 damage, and no injury.
3. Persons reporting belated collisions should be directed to the service desk.
  - a. Service Desk personnel will provide the Collision Report for the citizen to complete.
  - b. The Service Desk may request that an officer be dispatched to conduct the investigation if this appears necessary.

#### F. Collision Reporting Procedures

1. All collision investigations will be documented with a Collision Report, following the instructions and rules set out by the State of Washington and the Washington State Patrol.
2. For non-reportable, non-injury hit and run collisions, a police incident report may be used in lieu of the state collision report.
3. A Supplementary Report shall be completed for serious injury collisions, fatalities, those that occur during a pursuit, or any other complex collision which requires additional documentation.

#### G. Citations

1. If the investigation reveals probable cause to believe a traffic law has been violated, the investigating officer should cite the violator.
2. In making the determination to issue a citation when a violation has occurred, officers should consider aggravating and mitigating circumstances, as described in General Order 1820, "Traffic Law Enforcement."

#### H. Follow-Up Activities

1. The officer assigned to the collision will be responsible for any subsequent follow-up activities.
2. When a fatality specialist assists with the investigation, the follow-up activities will be coordinated between the assigned officer and the specialist, to include:
  - a. Collecting off-scene data;
  - b. Obtaining formal statements from witnesses;
  - c. Reconstructing collisions.

#### I. Collisions Involving City-Owned vehicles

1. Officers shall conduct collision investigations with city-owned vehicles in the same manner as any other collision.
2. In addition, collisions involving city-owned vehicles on private property will be thoroughly investigated.
3. Records personnel will submit a copy of the collision report to the City Risk Manager the next business day after the completion of the report.

#### J. Collisions Involving Department Vehicles

1. Uniform field sergeants are responsible for investigating collisions involving department vehicles where the damage is estimated at less than \$700. The supervisor shall:
  - a. Complete the Collision Report;
  - b. Complete other forms required by Risk Management;
  - c. Complete Supplementary Report, as needed.
2. If the supervisor is not available or the damage is in excess of \$700, an outside police agency will be requested to investigate the collision and complete the required reports.
3. In the event of a fatal collision involving a department member as a driver, the chief of police or his/her designate will request an outside police agency to conduct the collision investigation.

#### K. Fleet Collisions Safety Committee

1. Collisions involving Department vehicles operated by Department employees will be reviewed by the Department's Safety Committee.
2. Collisions causing damage in an amount which requires a State Collision Report, or any injury, are major collisions. All other collisions are minor collisions.

3. The Safety Committee shall determine whether the collision was preventable or non-preventable. A preventable collision will initiate a 12-month tracking period for the employee involved in the collision.
4. The following guidelines will be considered in determining the level of disciplinary action for preventable collisions. These sanctions are minimums, and do not preclude more severe sanctions when warranted.
  - a. First minor preventable collision within any twelve month period: Employee Incident Report at the level of warning.
  - b. First major preventable collision within any twelve month period: Personnel Action Report at the level of reprimand.
  - c. Two major preventable collisions, three minor preventable collisions, or any combination of three or more preventable collisions within any twelve month period: Personnel Action Report, at the level of suspension from duty.
  - d. Employees may also be required (at Department expense) to attend an appropriate driver training course, or to undergo a fitness for duty examination, in the event of a chronic pattern of preventable collisions.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1815  
**TOPIC:** AUTOMATED LICENSE PLATE RECOGNITION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-25-09  
**REFERENCE:** WSP Hot List Agreement

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### I. POLICY

Automatic License Plate Reader Technology (ALPR), also known as License Plate Recognition, provides automated detection of license plates. Its primary function is to convert data taken in the field from vehicle plates and use it for the law enforcement purpose of identifying stolen vehicles, stolen license plates, and missing persons. ALPRs are also used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery

4. Ensuring that all training is documented.
5. Ensuring the provision of ongoing training as deemed necessary.
6. Authorizing any requests for ALPR use or data access according to department guidelines.

### II. PROCEDURE

A. In Washington, the information download will come from the National Crime Information Center (NCIC) hot file via ACCESS (A Central Computerized Enforcement Service System), currently managed by the Washington State Patrol. NCIC contains national stolen vehicle and plate data published daily by the FBI. The Washington State Patrol (WSP) places the NCIC file on a server available through ACCESS to those agencies that have a specific and signed agreement with WSP to access and use the information. There may be other files local law enforcement may use if a local jurisdiction wishes to upload them. This could include access to local records management systems, parking violations, or warrant data.

- C. Only authorized POPD personnel will be permitted to access historical ALPR data.
- D. An operator is prohibited from using the ALPR system until properly trained in its use, and after he or she has been instructed as to operational protocols.

B. The sergeant assigned to coordinate ALPR activities will serve as the ALPR administrator. The administrator will be responsible for the following:

E. Operators must be ACCESS certified prior to using ALPR data.

#### F. Use of the ALPR

1. ALPR operation and access to ALPR collected data shall be for official agency purposes only.
2. ALPRs may be used during any routine patrol or criminal investigation.
3. ALPR equipped cars should be made available to conduct license plate canvasses for all major (part 1) crimes or incidents to include Amber alerts. ALPR may be used to conduct grid searches of all blocks around the crime scene. Partial plates reported during major crimes should be entered in the ALPR in an attempt to identify suspected perpetrator's vehicles.
4. POPD shall document and maintain records of all ALPR operators and their ALPR usage.

1. Overseeing and administering the ALPR program, including the storage and management of all ALPR data systems.
2. Ensuring the proper selection of the personnel approved to operate the ALPR system.
3. Ensuring appropriate training of operators and that the training is completed prior to an operator using the system.

#### G. Data Collection and Retention

1. All ALPR recorded data should be maintained on the operator's laptop for a maximum of 24 hours from the end of the Officer's shift during which the data was recorded. All ALPR data recorded during a shift should be downloaded within 24 hours to an authorized server. Once the data is

transferred it shall be purged immediately, or as soon as practicable, from the ALPR laptop.

2. All ALPR data downloaded to the operator laptop and server must be accessible only through a login/password accessible system capable of documenting who accesses the information by identity, date and time.
  3. Only those with ACCESS Level 1 certification may access ALPR data. All requests for access to stored data must be logged, and a stated purpose for access must be provided. This includes all POPD authorized employees.
  4. Requests to review stored data shall be recorded and maintained in the same manner as criminal history logs.
  5. All ALPR data downloaded to the server may be stored for a period up to but no longer than 60 days prior to purging. Data must be purged once the maximum retention period has been reached unless it has become or it is reasonable to believe it will become evidence in a specific criminal or civil action. In those circumstances, the applicable data shall be downloaded from the server onto a CD or other portable technology. It shall be subject to the same logging, handling and chain of custody requirements as other evidence. The ALPR operators and the ALPR coordinator will ensure that this is monitored and completed.
  6. Persons approved to access ALPR data under these guidelines are permitted to access the data when there is articulable suspicion that the data relates to an investigation in a specific criminal or civil action.
- H. Notwithstanding any other provisions of law, all electronic images or data gathered by Automatic License Plate Readers are for the exclusive use of law enforcement in the discharge of duties and are not to be made open to the public. However, nothing in these guidelines should be interpreted to limit the use of the electronic images or data for legitimate purposes by prosecutors or others legally permitted to receive evidence under the law.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1820  
**TOPIC:** TRAFFIC LAW ENFORCEMENT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00  
**REFERENCE:**

I. POLICY

Traffic law enforcement is intended to enhance the safety of public roadways. The Port Orchard Police Department strives to maintain practices that result in fair, safe, and efficient traffic enforcement activities.

II. PROCEDURE

A. Officers who observe serious traffic law violations are expected to take appropriate enforcement action, when practical.

B. Traffic Stops

1. Traffic stops should be made in safe locations whenever possible, considering such factors as:
  - a. The need for making the stop immediately, as opposed to delaying the stop until a preferred location can be selected;
  - b. The traffic flow, roadway width, lighting, intersecting roadways, and similar circumstances that can affect safety.
2. When practical, officers will notify the dispatcher of traffic stops, transmitting the following information:
  - a. Location of the stop;
  - b. License number of vehicle;
  - c. Description of vehicle.
3. Cruiser Positioning
  - a. The officer's vehicle should be stopped far enough behind the violator so that the rear tires are visible, when able.
  - b. The cruiser should be offset about half a vehicle width to the left of the violator's vehicle, when safety allows.
4. Approaching the Violator's Vehicle
  - a. When approaching the vehicle, officers should:
    - (1) Check to see that the trunk lid and doors are latched;
    - (2) Visually inspect the vehicle interior;

- (3) Be alert to movements by the occupants;
- (4) Keep their strong hand free.
- b. Officers should position themselves facing the driver's side of the vehicle, just behind and clear of the driver's door.
- c. Officers should maintain visual contact with the occupants during approach. Observation should continue periodically while returning to the police vehicle and while at the police vehicle.

C. Violator Contacts

1. Officers will be courteous in their conversation and demeanor with violators. Officers will not engage in an argument or protracted debate about the violation.
2. Upon contact, officers will describe the purpose of the stop, and request the driver's license, registration, and proof of insurance.
3. When issuing a citation, officers will briefly explain the procedure which must be followed, including:
  - a. Any required court appearance time, date, and location;
  - b. Eligibility for payment of fine.

D. Traffic Citations and Dispositions

1. Two dispositions are available for traffic violations:
  - a. Verbal warnings: used for very minor infractions and educating the violator in circumstances where it is not practical to issue a citation.
  - b. Official citations: used for serious traffic violations, or when aggravating circumstances are present.
2. In selecting a disposition, officers will rely upon the objective facts and circumstances of the violation.
3. The following factors should also be considered:
  - a. Aggravating Circumstances

- (1) Violator was involved in traffic accident or near collision.
- (2) Significant interference with traffic occurred, or another motorist was forced to take evasive action.
- (3) Considerable other traffic was present.
- (4) The degree of the violation was great.
- b. Mitigating Circumstances
  - (1) Other traffic was light.
  - (2) There was no interference with other traffic.
  - (3) The degree of the violation was slight.

E. Driver's License Re-examination

- 1. Officers may request re-examination of any driver who appears mentally or physically incompetent to drive by completing a re-examination form.

F. Speed Measuring Devices

- 1. For purposes of this order, Speed Measuring Devices (SMD's) are defined as electronic devices capable of measuring a vehicle's speed by processing either microwave or laser emissions, and displaying the results utilizing the Doppler Principle.
- 2. Maintenance and Certification:
  - a. All SMD's owned by this department shall be placed on a planned maintenance and certification schedule;
  - b. All repair and certification of devices will be documented and retained for administrative or court review;
- 3. Maintenance and Calibration Cycles:
  - a. Calibration/Certification cycles for each unit and its tuning forks will normally be for a twelve month period. The Chief of Police or his/her designee may extend the calibration/certification cycle of any unit for a period not to exceed one month.
  - b. Tuning Forks issued with one SMD shall not be used to check calibration on any other unit, and will be re-certified by the shop completing that re-certification, or it may be applied by the department's SMD Specialist
- 4. Certification Stickers:
  - a. On return to service from maintenance or re-certification, each SMD will display a sticker showing the recall date of the next certification cycle.

- b. No SMD will be placed in service without this sticker visible to the operator and the public.
- c. The sticker may be applied at the time of re-certification by the shop completing this task, or it may be applied by the department's SMD Specialist.
- 5. Responsibility of SMD Specialist:
  - a. The chief of police will designate a member of the department as the SMD Specialist.
  - b. This position will be a collateral duty for any employee so designated.
  - c. The SMD Specialist will:
    - (1) Ensure that current and accurate files are maintained for all maintenance and certification actions on each unit owned by this department;
    - (2) Ensure that defective SMD's are removed from service and forwarded for repair or recertification;
    - (3) Maintain files and repair manuals and have available for court presentation when required.
- 6. Responsibility of SMD Operators:
  - a. Only officers who have received appropriate training and certification will be allowed to operate SMD's. It is the operator's responsibility to notify the training sergeant of his/her qualifications.
  - b. Operators will be familiar with the maintenance and certification program to the extent that they recognize the significance of the certification stickers and certification cycle dates.
  - c. Operators are responsible for placing only currently certified SMD's in service and notifying the SMD specialist when they feel an SMD is not operating properly or if it is in need of repair.
  - d. Operators will ensure that only the tuning forks assigned to an SMD are used with that SMD.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1825  
**TOPIC:** DUI ENFORCEMENT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-02  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department considers the offense of driving while under the influence of alcoholic liquor or drugs to be a serious threat to public safety, and a major enforcement priority. The department will commit substantial resources to enforcement, public education, and prevention.

### II. PROCEDURE

A. Officers shall stop any driver who is believed to be under the influence of alcohol or drugs, and arrest if probable cause exists.

#### 1. Initial Contact

- a. Officers are expected to investigate complaints of DUI and to conduct investigations where reasonable suspicion or probable cause are present.
- b. If there is reason to believe the driver may be under the influence, the officer should offer the driver field sobriety tests.
- c. Field sobriety tests should be conducted at the location of the stop unless impractical due to traffic, weather, etc. If necessary, the field sobriety tests may be conducted at the BAC testing site or other more practical location.
- d. Field sobriety testing shall conform to the standards and methods instructed by the department, and may include a preliminary breath test.

#### 2. Preliminary Breath Test (PBT)

- a. Following the PBT, the officer will weigh the test results and other observations of the suspect. If the officer believes there is sufficient probable cause, he/she shall arrest the suspect and proceed with further processing.

#### 3. Vehicle Disposition

- a. Following arrest, an officer may:
  - (1) Summon a wrecker to tow the vehicle, if necessary.
  - (2) Release the vehicle to an unimpaired licensed passenger, with the suspect's permission;
  - (3) Move the vehicle off the roadway to a safe and legal place, secure and park with the suspect's permission;

#### B. Breath Test

1. Read Miranda Warnings to the suspect. If a waiver is made, interview the suspect using the WSP DUI interview form.
2. The officer shall read the Implied Consent Statute and request the suspect to submit to a breath test.
3. All breath tests will be conducted in conformance with procedures established by the state toxicologist.
4. After completion of the test, officers should:
  - a. Provide the defendant with the Request for Administrative Hearing form.
  - b. Issue DUI citation, and additional charges when appropriate.
  - c. Place all reports in the DUI packet.

#### C. Blood Samples

1. In the event it is not practical to request a breath test, such as in cases where the suspect is hospitalized, the officer will read the Implied Consent and request a blood specimen.
2. Officers sent to a medical facility to obtain a sample from an accident victim suspected of DUI, shall be provided with:
  - a. The name of the driver, if available;
  - b. Location of the accident;
  - c. Information from the investigating officer which indicates the driver was under the influence.

3. Blood Sample Collection Procedures
  - a. Under Washington law, a person who is unconscious or in a condition that renders him incapable of giving consent, is not deemed to have withdrawn consent and a blood specimen may be taken. Read the advisement aloud, even if the suspect is unconscious.
  - b. The officer will request that the attending physician, RN, LPN, or qualified technician use the state toxicology tubes and withdraw the specimen.
  - c. The officer shall witness the procedure and note the exact area of the body from which the sample was drawn, along with the type of swab used.
  - d. The tubes should be initialed by the officer, resealed in the kit, and the chain of custody label on the exterior completed.
  - e. The specimen must be transported to the department, placed in the evidence and logged in for processing.

#### D. Disposition After Test Completion

1. Lodge according to criteria set forth in General Order 1520, "Arrest and Booking", or make arrangements for transportation to a safe location.

#### E. Commercial Motor Vehicle Operators

1. State statutes provide administrative penalties for persons who operate commercial motor vehicles with an alcohol concentration at or above .04.
2. When probable cause exists to believe a commercial motor vehicle operator has been consuming alcohol, officers should request the driver submit to a PBT.
3. If the PBT indicates the presence of alcohol in the driver's system, officers should transport the suspect and follow normal DUI processing procedures.
4. Implied Consent Advisement and Refusal forms are available through DOL for processing commercial drivers for either the criminal .08 violations or administrative .04 violations.
5. Commercial motor vehicle operators in violation of the .04 law are subjected to administrative action by DOL, no citations are issued unless the driver's BAC is .08 or is sufficiently impaired.

6. When the test results indicate a BAC of .02 but less than .04, the driver should be placed out of service for 24 hours. Complete a case report with the following:
  - a. Driver's name, date of birth, address;
  - b. Name of the company who owns the commercial vehicle;
  - c. Date and time the vehicle was placed out of service;
  - d. Location of the traffic stop;
  - e. Location where the vehicle was parked or impounded.
7. If the results are .04 but less than .08, the driver should be placed out of service with pertinent information listed in the case report. In addition, the officer will complete the required DOL reports. All reports should be placed in the DUI packet and forwarded to the Department of Licensing.
8. Disposition of Commercial Vehicle
  - a. Allow the suspect to contact a driver to move the vehicle;
  - b. Leave the vehicle legally parked for 24 hours;
  - c. Impound the vehicle.

#### F. Underage Drinkers and .02 Violations

1. Drivers under age 21 suspected of DUI will be processed according to normal DUI procedures.
2. If the driver's test is over .02 but less than .08, the officer will cite for "Minor Operating After Consuming".
3. The .02 charge requires a separate citation.
4. The same DUI advisement forms are used for .02 violations.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1830  
**TOPIC:** MOTOR VEHICLE PURSUITS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-19-03; 2-17-04  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department authorizes officers to engage in motor vehicle pursuits subject to limitations and guidelines intended to maximize public safety and minimize the likelihood that suspects will elude arrest. As a general policy, officers will not engage in or continue pursuits when the risk created by the pursuit outweighs the necessity for immediate apprehension.

### II. PROCEDURE

A. Motor vehicle pursuit is defined as an active attempt by an officer operating a police vehicle to apprehend the driver or occupants of a motor vehicle when the driver is aware of those attempts and is resisting apprehension by fleeing in the motor vehicle

#### B. Initiation and Continuation of Pursuits

1. When a decision is made to pursue a vehicle, the officer initiating the pursuit must have reasonable suspicion to believe that the driver or the occupants of the vehicle have committed or are about to commit a crime, or that the violator poses an immediate or future threat of death or serious bodily injury to officers or the public.
2. Ordinarily, only vehicles equipped with both overhead emergency lights and sirens will enter into pursuits. When a fleeing vehicle constitutes an immediate threat, unmarked vehicles and motorcycles may pursue initially, until a marked unit can undertake direct pursuit. The unmarked vehicle and/or motorcycle shall then withdraw from any active pursuit and will serve in a support role only.
3. Units in Pursuit
  - a. No more than two Port Orchard Police Department vehicles will engage in the direct pursuit of a motor vehicle unless utilizing the Pursuit Immobilization

- Technique or otherwise approved by a supervisor.
  - b. The second unit is responsible for assisting the primary unit in safely apprehending the suspects, and assisting in communications when necessary.
  - c. Other units should be alert to the progress of the pursuit, but will not engage in direct pursuit without authorization.
  - d. All units involved in a pursuit shall maintain a safe following distance to avoid collisions.
4. Reserve Officers engaged in vehicular pursuits:
  - a. Reserve Officers will engage in pursuits only after receiving approval from a supervisor;
  - b. The supervisor shall take into account the level of experience the reserve officer has attained, including Emergency Vehicle Operation training and the nature of the offense.
  - c. Reserve Officers will not pursue vehicles for minor traffic offenses.
5. Upon initiating a pursuit, the officer shall immediately notify the dispatcher and provide the following information:
  - a. Location, speed, and direction of travel;
  - b. Reason for initiating the pursuit;
  - c. Description of vehicle and occupants.
6. The pursuing officer (or secondary officer, when present) shall advise the dispatcher of the progress of the pursuit, including, when applicable:
  - a. Changes in location, speed, and direction of travel;
  - b. Updated descriptions of vehicle/occupants;
  - c. Relevant traffic and roadway conditions.
7. The supervisor is responsible for the progress of the pursuit, and will:
  - a. Monitor radio transmissions concerning the pursuit, and direct any involvement by other units;

- b. Order termination of the pursuit when appropriate, pursuant to the guidelines in this General Order.
- 8. When a supervisor is not on duty, it is the responsibility of the officer involved to ensure compliance with this policy and laws governing pursuits.
- 9. In determining whether to initiate or continue a pursuit, the officers and supervisor shall consider all relevant factors, including the following:
  - a. Nature of Offense: A serious crime, particularly one involving violence or the potential for danger if apprehension is delayed may justify pursuit in circumstances that a minor offense would not.
  - b. Time of Day: May influence risk created by the pursuit due to the level of activity occurring on or near the roadway, as well as lighting conditions and visibility.
  - c. Traffic Volume: The presence and amount of vehicular and pedestrian traffic affects the level of risk to innocent persons.
  - d. Location of Pursuit: The proximity to business, residences, schools, and other congested areas may increase the risk.
  - e. Weather Conditions: Pursuits are more dangerous during inclement weather such as rain, snow, fog, etc.
  - f. Road Conditions: Road surface, sight distance, roadway width, roadside hazards, etc. must be taken into account.
  - g. Availability of Assistance: Pursuits are more dangerous when other units are not in the vicinity to control traffic and assist in apprehension.
  - h. Traffic Violations: The driving behavior of the fleeing driver may create unacceptable risks when especially high speeds, frequent, or hazardous violations are occurring.
  - i. Barriers to Hearing and Visibility: Other barriers to hearing or visibility such as ambient noise level, foliage, etc. enhance the risk involved in the pursuit.
  - j. Potential for Later Apprehension: Pursuit is more difficult to justify when the suspect is known or can be identified for later apprehension.
  - k. Familiarity with Surroundings: Pursuit is more difficult to justify if the officer pursuing is not familiar with the surroundings or geographic area.

#### C. Termination of Pursuit

1. Officers shall terminate the pursuit or the supervisor will order termination of the pursuit, whenever the level of danger created by the pursuit outweighs the necessity for immediate apprehension.
2. Factors to be considered in terminating a pursuit shall include whether or not the crime is a dangerous felony or the violator poses an immediate or future threat of death or serious bodily injury to officers or the public.
3. Whenever the pursuit has been discontinued, no other unit shall undertake or continue pursuit of the vehicle.

#### D. Driving Guidelines During Pursuit

1. As soon as it is evident that the driver of the pursued vehicle is fleeing, officers shall activate their emergency lights and siren, and shall operate these continuously during the pursuit.
2. The law provides that operators of emergency vehicles are exempt from certain traffic regulations, however, officers are not relieved from the responsibility to drive with due regard for the safety of all persons. Reckless disregard for the safety of others is prohibited.
3. Officers approaching a stop or yield intersection will visually check for cross traffic, proceeding through the intersection only when the way is clear.
4. Officers will not duplicate extremely hazardous speeds or driving maneuvers made by the fleeing vehicle. Officers may not pursue suspects the wrong way on interstate or controlled access highways unless authorized by the supervisor. Officers may drive on the wrong side of divided roadways or the wrong way on one-way roadways only when absolutely necessary.
5. During night time pursuits, officers shall limit the use of wig-wag headlights, take-down lights, spotlights, and high-beam head lights. In any case, these lights shall not be used to blind the vision of the driver of the suspect vehicle.
6. The use of roadblocks must be approved in advance by the supervisor. Any roadblock employed must:
  - a. Be placed in a location that affords sufficient visibility, time and distance for the fleeing vehicle to stop safely;

- b. Provide the fleeing driver with an adequate opportunity to avoid the roadblock.
  - c. Rolling roadblocks are prohibited.
7. Officers shall not attempt to overtake or pass a fleeing motor vehicle, except in extreme circumstances.
8. Intentional contact between pursuing units and the fleeing vehicle shall be prohibited except in extreme circumstances or when the Pursuit Immobilization Technique (PIT) is being applied, as explained below.
9. The use of a motor vehicle to barricade a roadway or to force another vehicle to go off the roadway is considered use of deadly force. The use of a motor vehicle as deadly force is authorized in the following circumstances:
- a. In defense of his/her own or another person's life;
  - b. To prevent grievous bodily harm to the officer or civilian;
- The use of deadly force must always be based upon those facts which the officer reasonably believes he has at the time of the use of that force. Facts which are unknown to the officer cannot be considered when later determining whether the use of deadly force was justified.
10. Use of Spike Strips
- a. When safe to do so, officers will make use of issued spike strips in an attempt to terminate a pursuit.
  - b. A sufficient distance should be placed between the officer administering the spike strips and the vehicle being pursued.
  - c. Spike strips shall be placed on the roadway or thrown under the vehicle tires but at no time shall they be thrown from a vehicle in an attempt to disable the suspect vehicle.
  - d. Officers administering the spike strips shall place themselves in such a position to be out of harms way of the suspect vehicle should that vehicle try to take evasive action to avoid the spike strips.
  - e. When applying spike strips, officers shall be in a position to pull them out of the roadway prior to the spike strip being struck by uninvolved traffic.
  - f. The use of spike strips on motorcycles is strictly prohibited.
11. Use of Pursuit Immobilization Technique (PIT)
- a. The PIT maneuver shall only be used by authorized personnel who have been through POPD sponsored PIT training and have been approved by the chief of police.
  - b. PIT is authorized at speeds less than 40 mph.
  - c. Conducting the PIT at speeds in excess of 40 mph may be considered deadly force and shall be done only in accordance with the use of force policy.
  - d. Before initiating the PIT maneuver, authorized officers shall consider the following additional factors:
    - (1) Site selection;
    - (2) Other traffic present;
    - (3) Vehicle type;
    - (4) Number of occupants and whether children are present;
    - (5) Type of incident; and
    - (6) Training level and experience of the officer.
- E. Pursuits Involving Multiple Agencies
- 1. The initiating agency is responsible for the progress of the pursuit.
  - 2. When outside agency assistance is requested for a POPD pursuit, officers will advise the dispatcher that they are requesting assistance from the respective agency.
  - 3. Officers will actively participate in a pursuit initiated by another agency only when necessary for the safety of the public or law enforcement personnel, and when such assistance has been approved by the supervisor.
  - 4. When engaged in a pursuit initiated by another agency, officers will abide by all the requirements of this General Order.
- F. Reports and Review of Pursuits
- 1. All officers who participate directly in pursuits will submit a Supplementary Report.
  - 2. The supervisor shall review the pursuit with the officer and submit a pursuit report to the chief of police.
  - 3. The chief of police will also review the pursuit and will notify officers of the results of the review.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1840  
**TOPIC:** TOWING MOTOR VEHICLES  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will tow motor vehicles when necessary, and as permitted by city ordinances and the Revised Code of Washington. Vehicles may also be impounded for investigative or evidentiary purposes, and special circumstances.

### II. PROCEDURE

#### A. Contracted Towing Service

1. The City maintains a list of authorized towing companies to be utilized for department ordered tows.
2. The services of the City authorized towing companies may also be offered to citizens when no other preference is expressed.
3. All vehicles towed at our request will be taken to the towing company's impound lot located within Port Orchard.
4. Vehicles towed for evidentiary purposes that need inside storage shall be towed to the police department sally port or to the police impound facility.

#### B. Towing Procedures

1. Obtain a case number and complete a Vehicle Inventory Record.
2. Conduct an inventory of the vehicle. List any items of more than nominal value on the Vehicle Inventory Record. High value items should be carefully itemized, tagged separately, and placed in Property and Evidence for safekeeping. The inventory should include:
  - a. The entire passenger compartment of the vehicle, including any unlocked containers.
  - b. The glove box, console, and trunk, if access can be gained without damage.

c. If an officer suspects that evidence of a crime exists in an area excluded from a routine inventory of the vehicle, the officer should follow proper investigative procedures, including, if necessary, the application for a search warrant.

3. One copy of the vehicle impound/inventory report will be given to the wrecker driver. The Vehicle Inventory Record shall be turned in to the Records Unit.
4. After the tow, advise the dispatcher of the following information for the tow-in log:
  - a. Description of the vehicle;
  - b. Time, date, and location of the tow;
  - c. Reason for the tow;
  - d. Where it was towed to;
  - e. Requesting officer.

#### C. Vehicles Towed at Citizens' Request

1. Officers will assist citizens in arranging for the towing of disabled vehicles.
2. In such instances, a Vehicle Inventory Record is not required.

#### D. Violation Tows

1. Vehicles may be cited and towed when left parked or standing in the streets, alleys, public ways, parking facilities, or public places of the city in violation of city ordinances.
2. Violation tows are warranted for vehicles which are:
  - a. Interfering with the lawful use of the street;
  - b. Blocking a driveway or fire hydrant;
  - c. Parked in a restricted zone; which is properly marked as a tow-away zone.
  - d. Violating a snow emergency order;
  - e. Left abandoned on public property.

#### E. Non-Priority Towing

1. Abandoned, junk or hulk vehicles may be towed using the non-priority tow method after considering the following:
  - a. location of the vehicle;
  - b. condition of the vehicle;
  - c. is it a safety hazard; and
  - d. has it been vandalized.
2. Obtain a case number through CENCOM
3. Complete the impound form or junk vehicle affidavit.
4. Fax the completed form to the tow company next in rotation for a non-priority tow. This rotation list is separate from the main towing rotation list maintained by CENCOM.
5. Update the rotation list in records indicating which company was contacted and when.
6. After faxing the form to the tow company, place the original in records.

#### F. Impound Tows

1. Vehicles may be towed and impounded in the following instances:
  - a. The vehicle is needed as evidence;
  - b. The vehicle is secured while obtaining a search warrant;
  - c. The vehicle was used or intended for use in transporting a controlled substance with intent to manufacture, distribute, deliver, or dispense;
  - d. The driver or vehicle owner is unable to produce valid proof of ownership e.g. registration, title, or dealer bill of sale; and there is reason to believe the vehicle may be stolen.
  - e. The vehicle is a recovered stolen vehicle and the owner cannot respond to take possession; or it would be impractical to wait for the owner.
2. Towing and Impounding for Criminal Offenses:
  - a. City ordinance and state law allows for the impoundment of vehicles for certain criminal offenses.
  - b. City ordinance allows for impound of vehicles after the arrest of the driver for NVOL, DWLS, DUI, Physical Control, or patronizing a prostitute. Impound is mandatory under state law if the arrest is for patronizing a prostitute and there are any previous convictions.
  - c. The costs are the responsibility of the driver or owner.
  - d. The vehicle maybe immediately released to the driver by the towing company, if:

(1) There are no DWLS convictions in the last 5 years and the owner has a valid drivers license; OR

(2) By Court Order.

3. When a vehicle is impounded the Vehicle Inventory Record should be marked indicating the vehicle has been impounded.
4. Vehicle Inventory Records shall indicate the number of days the vehicle shall be held in impoundment, as follows:  
15 Days: DWLS 3 **plus** a DWLS conviction in the last 5 years.  
30 Days: DWLS 3 **plus** 2 DWLS convictions in the last 5 years, **or** DWLS 1 or DWLS 2 Arrest, **or** Prostitution Arrest w/ previous conviction.  
60 Days: DWLS 1 or DWLS 2 arrest **plus** DWLS 1 or DWLS 2 conviction in the last 5 years.  
90 Days: DWLS 1 or DWLS 2 Arrest, **plus** 2 DWLS 1 or DWLS 2 convictions in the last 5 years.

#### G. Tows from Private Property

1. Owners of private property shall be advised that they are responsible for having unauthorized vehicles removed, as this is a civil matter.

#### H. Collision Tows

1. Vehicles may be legally parked, if operable.
2. If a vehicle is disabled the driver may select the tow company of his or her choice, or request the next towing agency on the city's rotational tow list.
3. The driver shall be informed that the street must be cleared of obstruction within 20 minutes.
4. The tow company or drivers involved are responsible for clearing the roadway of debris.
5. When a driver is taken from the scene, the officer shall ensure the vehicle is secured and valuable contents are placed in safekeeping.

#### I. Arrest from Vehicle

1. Vehicles left in the roadway after the arrest of a driver may be impounded under state law; or
  - a. Released to an unimpaired licensed driver, with the owners permission;
  - b. Legally parked and secured, with the owners permission.

2. If the vehicle is needed for evidentiary or impoundment purposes, the vehicle shall be towed.

J. Abandoned Vehicle Recovery Inspections (AVR)

1. Officers may be called to a towing company's impound lot to conduct an AVR inspection of a vehicle that has no visible vehicle identification number.
2. Officers will handle such requests under the following circumstances:
  - a. The vehicle was impounded by POPD;  
or
  - b. The vehicle was impounded by a non-law enforcement agency or private request and the tow lot where the vehicle resides is in the city limits.
3. Officers will not conduct AVR inspections on outside agency cases. The officer will direct the tow company to contact the original impounding agency to conduct the AVR inspection.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1850  
**TOPIC:** PARKING ENFORCEMENT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-31-05  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department conducts parking enforcement activities on public streets and alleys, bus zones, loading zones, restricted parking areas, and other public facilities. Guidelines for parking enforcement and vehicle towing are outlined in this General Order.

### II. PROCEDURE

#### A. Parking Enforcement Guidelines

##### 1. Non-Priority Twenty-Four Hour Parking & Abandoned Vehicles

- a. Reports of 24-hour parking will be held in a queue for assignment to parking enforcement personnel.
- b. Vehicles in violation shall be marked and issued a warning or tagged as abandoned.
- c. After 24 hours, an official citation should be issued and the vehicle may be towed.
- d. Prior to towing, an effort shall be made to contact the registered owner.
- e. Officers shall follow the below procedure for non-priority towing requests.
  - (1) Run the vehicle license plate or VIN through DOL for registered owner and stolen check;
  - (2) Obtain a case number from CENCOM;
  - (3) Complete the impound or junk vehicle form, depending upon the circumstances;
  - (4) Fax the form to the tow company next in rotation for non-priority tows as indicated on the rotation list at police headquarters;
  - (5) Indicate on the rotation list the tow company contacted, date, case number and officer number; and
  - (6) Place the original form in the incoming report tray.

##### 2. Blocking Driveway

- a. If the vehicle is blocking access, it may be ticketed.

- b. If the complainant requires immediate access or egress, the vehicle may be ticketed and towed.

##### 3. Bus Stop Zones

- a. During operating hours of the zone, violators may be cited.
- b. Unattended vehicles in bus zones that interfere with loading and unloading of passengers may be ticketed and towed.

##### 4. Interfering With Use of the Street

- a. Any vehicle that creates a hazard, or interferes with traffic, may be cited and towed.

##### 5. Temporary Traffic Regulations

- a. Temporary parking restrictions must be properly posted to give notice of the parking restriction and tow orders.
- b. Vehicles in violation may be towed when necessary.

##### 6. Loading Zones

- a. Vehicles in violation may be ticketed when first observed.
- b. After 30 minutes a second citation should be issued.

##### 7. Parking in Alleys (business hours)

- a. Vehicles in violation may be ticketed when first observed.
- b. If the complainant wants the vehicle moved, it may be towed.

##### 8. Paid Parking

- a. Vehicles parked in these stall may be ticketed once it has been confirmed that they have exceeded the time allowed or failed to pay for the stall.

##### 9. Handicapped Parking

- a. Private Property
  - (1) Citations may be issued for violations only when handicapped stalls are designated by signs conforming to state law.
  - (2) Citations may be issued on-view or upon complaint.
  - (3) Vehicles may only be towed by the property owner.
  - (4) A photograph of the vehicle in violation shall be taken whenever

possible as additional evidence of the violation.

b. Public Property

- (1) Vehicles may be cited and, if necessary, towed.
- (2) A photograph of the vehicle in violation shall be taken whenever possible as additional evidence of the violation.

10. Fire Hydrants

- a. Vehicles parked less than 15 feet from a fire hydrant may be ticketed when observed in violation.
- b. Vehicles may be towed only when the vehicle poses a threat of access to the hydrant and upon complaint by fire officials.

11. Crosswalks

- a. Vehicles parked within 20 feet of a crosswalk may be ticketed when observed; and
- b. The position of the vehicle affects sight distance or obstructs the crosswalk in some fashion; or
- c. The vehicle is in violation and a complaint was made in regards to the vehicle.

B. Hulk / Junk Vehicles

1. Hulk and/or junk vehicles are the responsibility of the property owner.
2. Police officers may assist the property owner with the paperwork declaring such vehicle as hulk as defined by RCW 46.55.010(4).



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1860  
**TOPIC:** TRAFFIC CONTROL  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00  
**REFERENCE:**

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### I. POLICY

Special events and temporary traffic hazards may create a need for manual traffic direction by department employees. Manual direction will help to ensure the smooth and efficient flow of motorist traffic.

### II. PROCEDURE

#### A. Manual traffic direction may be necessary in the following instances:

1. At the scene of traffic accidents;
2. During periods of adverse road and weather conditions;
3. Sport and special events;
4. Signal malfunctions;
5. Fire or medical emergencies;
6. Disabled vehicles or other roadway hazards.

#### B. Traffic Direction Guidelines

1. Employees will utilize uniform hand gestures and signals, as instructed in department training.
2. High visibility outerwear should be worn whenever manual traffic direction is required, especially during nighttime hours and adverse weather conditions.
3. Temporary traffic control devices such as traffic cones, flares, and barricades may be used to supplement manual traffic direction if the safety of employees and motorists is not compromised.
4. Officers may modify the pattern of an automatic signal by placing it on "flash" mode, when available. Automatic signals may also be manually operated to enhance traffic flow during special events.
5. Employees assigned to direct traffic should not leave their assignment until the traffic flow has returned to normal, or directed by a supervisor.

#### C. Motorist Assists

1. Officers encountering stranded motorists shall stop and offer assistance when able, to include:
  - a. Protecting the disabled vehicle by using emergency lights to warn oncoming motorists;
  - b. Directing traffic to relieve congestion;
  - c. Contacting towing services;
  - d. Assisting the motorist in arranging for transportation;
  - e. Summoning emergency services when necessary.
  - f. Using the police vehicle to push the disabled vehicle out of traffic when:
    - (1) The police vehicle is equipped with push bumpers;
    - (2) The vehicle must be moved to reestablish traffic flow; and
    - (3) Damage will not result to either the police vehicle or the disabled vehicle from pushing it.
2. Officers shall not use police vehicles for towing or jump starting disabled vehicles.
3. Officers are discouraged from attempting to physically push vehicles.

#### D. Escort Services

1. Motor vehicle escorts may be performed under the following circumstances:
  - a. Hazardous materials;
  - b. Oversize/overweight cargoes;
  - c. House moving;
  - d. Organized special events;
  - e. VIP motorcades;
  - f. Funerals.
2. Escorts may also be performed in other circumstances when approved by a supervisor.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1910  
**TOPIC:** RADIO COMMUNICATIONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-18-02; 2-17-04  
**REFERENCE:**

I. POLICY

The Central Communications Center (CENCOM) provides call taking and radio dispatch functions for police, sheriff, and fire/medical personnel. The Port Orchard Police Department will comply with all FCC requirements.

II. PROCEDURE

A. Radio Channel Assignments and Use

1. The major radio channels accessed by the Port Orchard Police Department are as follows:
  - a. South: Primary dispatch for Port Orchard Police, and south and central units of the Kitsap County Sheriff's Office.
  - b. POPD Tactical: Used exclusively for POPD car to car and tactical operations.
  - c. Port Orchard Public Works: Primarily for public works. Also available for POPD car to car and tactical use after business hours.
  - d. North: Primary dispatch for Poulsbo Police, Bainbridge Island Police, tribal agencies and KCSO north units.
  - e. BPD: Primary dispatch for Bremerton Police units.
  - f. LERN: Law enforcement radio network which serves agencies statewide.
  - g. SK School District: Primarily for the South Kitsap School District but can be monitored by POPD and is also used by the school resource officer.
  - h. King F2: Tactical channel for all Kitsap County law enforcement agencies.
  - i. Bremerton Public Works: Primarily used by Bremerton Public Works but is also used for Kitsap County law enforcement for special operations.
  - j. NLEC: National law enforcement channel. Serves all law enforcement agencies including local, state, and federal.

- k. OSCCR: Statewide law enforcement car to car frequency.
  - l. Kitsap County Fire: Primarily for Kitsap County Fire units but can be monitored and accessed by POPD when needed for communication between law enforcement and fire units.
2. Officers shall monitor their primary dispatch channel and respond to radio calls on that channel, unless:
    - a. The officer is out of the radio coverage area;
    - b. The officer has advised the dispatcher that he or she will be out of service or out of communication;
    - c. The officer is temporarily engaged in communications on another channel in the course of his or her duties.
  3. Supervisors or CENCOM may assign officers to utilize another channel as needed.
  4. Radios shall be programmed with a selection of channels based on the duties of the officers assigned to the use of the radio. Only authorized personnel may program radios.

B. Communications Protocol

1. Free voice will be used for all radio transmissions.
2. Officers will utilize their radio identification to initiate transmissions.
  - a. A letter identifying the beat or duty assignment.
 

(1) Reserve Officer	V
(2) Volunteers	Q
(3) Service Desk Personnel	Z
(4) Investigators and detectives	D
(5) School Resource Officer	R
(6) Special Activity (no status)	O
(7) Special Activity (status checks)	X
(8) Emphasis Patrols	U
(9) Motorcycle	M
(10) Marine Patrol	Marine 7

- (11)Traffic T
- (12)Foot or bicycle patrol B
- (13)Patrol Officers (no area) P
- (14)Patrol – East E
- (15)Patrol – West W
- (16)Patrol – North N
- (17)Patrol – South J
- (18)Sergeants S
- (19)Admin Units A

- b. The number “7” which identifies Port Orchard Units.
  - c. The employee identification number (0-99).
3. Standard 24-hour military time will be used in transmissions.
  4. A phonetic alphabet has been established to avoid confusion in transmissions, and may be used as needed:

- |             |             |
|-------------|-------------|
| A = Adam    | N = Nora    |
| B = Boy     | O = Ocean   |
| C = Charles | P = Paul    |
| D = David   | Q = Queen   |
| E = Edward  | R = Robert  |
| F = Frank   | S = Sam     |
| G = George  | T = Tom     |
| H = Henry   | U = Union   |
| I = Ida     | V = Victor  |
| J = John    | W = William |
| K = King    | X = X-ray   |
| L = Lincoln | Y = Young   |
| M = Mary    | Z = Zebra   |

C. Radio Codes

1. Officers shall not use radio codes but instead shall speak in clear plain voice. Below are codes used from the past or used by other agencies that may still be heard on occasion.

CODE:

- 1 In service/available
- 2 Out of service/at location
- 3 Out at office/department
- 4 Come to office immediately
- 5 Emergency response
- 10 Traffic Accident (non-injury)
- 11 Traffic Accident (injury)
- 12 Drunk/intoxicated subject
- 13 DWI
- 14 Choose your words
- 15 Radio Traffic
- 20 Make a phone call
- 22 Out of car/on portable radio
- 23 Car meet car
- 25 Your location
- 28 Mentally ill person
- 29 Chronic complaint
- 34 Dispatch Coroner

- 41 Check for stolen vehicle
- 42 Stopping vehicle at.....
- 44 Registration Check
- 45 Wanted persons check
- 77 Narcotics related
- 88 Meal break
- 333 Officer needs help(emergency)

2. Code Blue: Fire department personnel will use this code for law enforcement assistance if they are in danger. Officers will respond to a “code blue” call in the same fashion as an “officer needs help” call.

D. Communications Procedures

1. Officers in field assignments shall notify dispatchers:
  - a. When beginning their tour of duty;
  - b. When going off-duty;
  - c. When arriving at and clearing from an incident;
  - d. When going out-of-service and returning to service;
  - e. When going out of radio communication.
2. Units shall be called over the radio by their radio identification number. When called and while in service, officers shall promptly acknowledge and respond with their correct location.
3. CENCOM does not assign units to calls. It is the responsibility of the on-duty units to monitor the calls and rotate assignments to balance the number of calls between on-duty officers.
4. Officers will not challenge the dispatch of an assignment. The assignment should be handled first, and then the complaint or problem brought to the attention of the officer's supervisor.
5. Other units may volunteer for assignments in lieu of the original unit when closer or otherwise more appropriate for assignment, however this is subject to the approval of supervisors.
6. CENCOM will periodically conduct status checks.
  - a. When checked and the officer is okay, the officer will respond with their radio call sign.
  - b. When checked and the officer is in trouble or under duress, the officer shall respond with “Port Orchard” followed by the officer’s radio call sign.
7. Officers are encouraged to respond to other officer's calls and traffic stops for the purpose of checking their status.

8. An on-duty unit shall assign themselves as back-up to the assigned officer when dealing with hazardous calls for service, or upon the request of the assigned officer. Officers who feel that back-up should be dispatched shall make a request of the dispatcher or to another on-duty officer. When necessary, officers will clear a non-priority call to back-up another officer.
9. Supervisors may change the number of units assigned or the assigned unit as needed.
10. Units shall acknowledge all transmissions, and shall assume that their own transmissions have not been received until the transmission has been acknowledged by the receiving unit or CENCOM.
11. When requesting medical personnel to respond to a scene, you must provide the following information to the dispatcher, if the information can be obtained:
  - a. Age and sex of patients;
  - b. Chief medical complaint;
  - c. Whether patient is conscious or unconscious;
  - d. Whether patient is breathing; and
  - e. Any safety concerns that should be transmitted to the responding units.
12. When clearing a call for service or officer initiated activity, the officer will advise CENCOM of the proper disposition code from the list below.
  - A = Gone on Arrival
  - B = Report
  - C = No Report
  - D = Unfounded
  - E = Arrest
  - F = Follow-Up
  - G = Unable to Contact
  - H = Dispatched in Error
  - I = Information Only
  - J = Assisted with outside agency
  - K = Field Interview Report
  - L = Criminal Citation
  - N = Notice of Infraction
13. If an officer who is required to be in radio contact with the Communications Center fails to respond to a radio call, the following procedures will be followed:
  - a. Attempts to call the officer shall continue for five minutes.
  - b. If no response is received, an on-duty supervisor shall be notified, in order to initiate steps to locate the missing unit.
  - c. Upon locating the unit, the supervisor will determine if further action is warranted.
14. Radio Communications System Failure
  - a. In the event of a radio communication system failure, officers should follow these steps, in order:
    - (1) Attempt radio contact on other radio channels;
    - (2) If no contact is made on any of the other channels return radios to the normal POPD dispatch channel attempt contact again. Remain on this system until otherwise instructed.
  - b. If radio communication can still not be established, officers should proceed to police headquarters, contact the Communications Center by telephone, and await instructions.
  - c. During a system failure, the Port Orchard Public Works channel may be used for short-distance unit-to-unit communication.

#### E. Emergency Call Procedures

1. Officers shall use free voice in declaring a request for emergency help. A message similar to "officer needs help" followed by the declaring officer's location shall be used.
2. The following terminology shall be used when requesting additional officers for assistance:
  - a. "Help" – this is for life threatening emergencies. All officers will respond immediately using lights and siren. Cencom treats this as a priority 1 call and will transmit emergency tones on all frequencies;
  - b. "Back-Up" – this is for serious situations requiring immediate assistance. All officers will respond using lights and siren. Cencom will treat this as a priority 1 call and will transmit emergency tones on the primary frequency;
  - c. "Cover Unit" – this is for additional assistance or routine show of force. Cencom will treat this as a priority 3 call and will repeat the request until at least one unit acknowledges.
3. If the unit's location is known, units will be immediately dispatched. If the location is unknown, immediate attempts to contact the officer over all radio channels will be initiated.
4. As soon as the situation has stabilized, dispatch will clear the emergency status on the radio frequency.

F. Emergency Radio Traffic Requests

1. When officers respond to a call which requires all but emergency radio traffic to cease, officers will notify the dispatcher of their request for "emergency traffic".
2. The dispatcher will then announce "emergency traffic" and initiate the emergency signal.
3. The emergency signal will sound periodically to remind other users that the channel is accepting only emergency traffic.
4. When the situation has been stabilized, the requesting officer shall notify the dispatcher that they may terminate "emergency traffic" and resume regular communications.
5. The dispatcher will initiate another radio tone and announce "normal radio traffic".
6. Officers shall not use the radio channel when "emergency traffic" has been initiated, unless they are involved in that call or have another emergency and cannot switch to another dispatch channel.

G. Information Requests

1. Dispatchers perform the following primary services on the primary dispatch channels:
  - a. Warrant information, and NCIC/WCIC services
  - b. Wrecker procurement, taxi service
  - c. Open door card services
  - d. LETS message services
  - e. Vehicle registrations and driver history information.
  - f. Requests for other emergency services, such as animal control, chaplain, fire, public works, etc.
2. Provide the following information for inquiries:
  - a. Persons: Name, race, date of birth;
  - b. Vehicles: License number and state, and/or VIN;

- c. Articles: Item description, brand, and serial number.

H. Requests for Recordings

1. Some radio channels and public safety answering point telephone lines are recorded at the Communications Center.
2. These recordings may be reviewed only by personnel who have a specific need to do so for official purposes.
3. Officers needing to review or obtain copies of recordings shall send a written request to their supervisor with the pertinent details, time, date, channel, case number, location and officer number involved.
4. The supervisor will review the request, and if approved, forward the request to the Communications Center director.
5. The director will then make a copy of the information requested and forward it to the police department.
6. Officers needing to immediately review radio transmissions will contact a supervisor for permission. If no supervisor is on-duty and the matter is an emergency, the officer will contact the supervisor on-duty at CENCOM.

I. Miscellaneous Communications Rules

1. Officers will not burden the radio system with unnecessary radio traffic. Transmissions shall be concise. Personal, unprofessional, or trivial transmissions shall not be made.
2. Except in emergencies, employees shall not break in on current radio traffic or interrupt ongoing communication exchanges.
3. Confidential information that should not be available to the general public or media should not be transmitted through the radio system whenever possible.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1920  
**TOPIC:** USE OF DEPARTMENT COMPUTERS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 3-16-01; 9-18-02  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department provides computer systems, network systems, mobile computer terminals, PDA's, and other computing devices to help facilitate efficient operations of the police department. Use of these devices is limited to police related business.

II. PROCEDURE

A. Passwords

1. All police employees will be provided an account name and password for the purpose of accessing department computers.
2. This password should remain confidential.

B. Authorized Uses

1. Department computers shall be accessed for the following purposes:
  - a. To use department e-mail for official purposes related to police functions;
  - b. To obtain access to department authorized police report management systems;
  - c. To use computer applications, such as word processing, publisher, or data base management software to conduct official police business;
  - d. To obtain access to criminal justice information sharing systems as needed for official business;
  - e. To review or research subjects via the internet, when they pertain to official police business or an official police investigation.
2. Department computers or computing devices shall not be used for:
  - a. Accessing pornographic or other inappropriate internet sites;
  - b. Accessing department e-mail for personal use or unprofessional or inappropriate messages.

- c. Accessing department e-mail to send messages that are confidential or should be held as highly sensitive.

C. Department E-mail

1. E-mail shall be used only for business appropriate messages. These messages should contain only information related to official police business. All e-mail or other electronic communications shall be written in a professional manner, free from any degrading or inappropriate remarks. Transmission of electronic messages and information on communications media provided for employees of this department shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence.
2. Most e-mail is open to public disclosure, while some is not subject to these disclosure rules. Information regarding confidential investigations or other sensitive information should not be transmitted by e-mail.
3. Forwarding of department e-mail to employee's personal email accounts must be approved in advance by the Chief of Police.
4. Forwarding of personal e-mail to an employee's department e-mail account is prohibited.

D. Mobile Computer Terminals

1. Any vehicle equipped with MCT's or the mounting hardware for MCT's shall ensure that the passenger side airbag of their vehicle is disarmed and shall remain that way until all hardware has been removed from the vehicle.
2. Passengers in the above described vehicles shall be advised that the airbag is disarmed prior to riding in the vehicle.

3. Reserve officers are authorized to use MCT's only after being trained in the use of the MCT.
4. When actually using the MCT for data entry and retrieval or report writing, the officer will do so only when the vehicle is stopped, unless the MCT is being operated by an officer in the passenger seat.
5. MCT's are equipped with Automatic Vehicle Location technology (AVL). Employees are forbidden from disabling the AVL technology in police department vehicles.

images, jokes, sexually explicit materials, or messages that disparage any person, group, or classification of individuals is prohibited whether or not a recipient has consented to or requested such material.

#### E. Downloading

1. Downloading of any program on any department computer is prohibited unless approved in writing by the Chief of Police. Examples of prohibited programs are:
  - a. Screensavers
  - b. Utility Programs
  - c. Word Processing Programs
  - d. Productivity Software
  - e. Games
  - f. Internet Browsers
2. Downloading of files, such as that used for the narrative of investigative reports are authorized when used for police business.

#### F. Miscellaneous Rules

1. No employee will access or attempt to access any other employee's computer account, email, or password that is issued or authorized specifically to another employee.
2. All employees will abide by the City of Port Orchard "Use of City Electronic Communications Systems" Policy.
3. Employees will not authorize other employees, friends, or relatives to have access to their password or email accounts, unless specifically authorized by the Chief of Police.
4. This department reserves the right to access any information contained in electronic messaging devices and may require members to provide passwords to files that have been encrypted or password protected.
5. The department reserves the right to access, for quality control purposes and/or for violations of this or other policies, electronic and voice transmissions of members conducting business of this department.
6. Accessing or transmitting materials, other than that required for police business, that involves the use of obscene language,



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1930  
**TOPIC:** REPORTS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00; 12-20-00  
**REFERENCE:**

### I. POLICY

Written reports form the official record of work performed by the Port Orchard Police Department. The performance of officers and of the department is often judged by the written reports. Officers shall submit reports prepared in conformance with General Orders.

### II. PROCEDURE

#### A. General Report Requirements

1. Every incident in one or more of the following categories will be reported by the recording of the basic information in a computer dispatch record or other written report:
  - a. Citizen reports of crime;
  - b. Citizen complaints;
  - c. Incidents to which an employee is dispatched or assigned;
  - d. Criminal and noncriminal cases initiated by employees;
  - e. Incidents involving arrests or citations.
2. The initial officer assigned has the primary responsibility for reports pertaining to significant events, however all officers with relevant information shall ensure that this information is documented in appropriate reports.
3. Officers shall submit reports that are adequate to document incidents and investigations.
  - a. Calls for service that cannot be located require no report.
  - b. Reports are not required for very minor incidents that are resolved in the field with no need for further documentation.
  - c. Any use of force, above non-custodial touching, will be fully documented in the incident report.
4. All reports will be submitted prior to the end of the officer's tour of duty, except as listed below.
  - a. Officers may delay the completion of the report until their next duty shift when the

delay will not impair the availability of needed information.

- b. The chief of police or his designate may approve delayed reporting to protect the confidentiality of an investigation. In these cases, timely reports should be prepared, but submission may be postponed until the conclusion of the investigation.

#### B. Report Uses and Guidelines

1. Although the department maintains a large number of report forms, eight reports are primarily used for the original reporting of incidents. General standards for their preparation and use follow.
2. Motor Vehicle Collision Report
  - a. The Motor Vehicle Collision Report is used to record information regarding motor vehicle traffic accidents of all types.
  - b. Guidelines for Motor Vehicle Collision Reports are contained in General Order 1810, "Motor Vehicle Collision Investigation."
3. Incident Report
  - a. The Incident Report is the basic report of the Port Orchard Police Department used to record and report criminal offenses and other significant incidents.
  - b. The Incident Report is printed on a single page form.
  - c. Incident Reports are public information.
  - d. The Incident Report will be completed by filling in the blanks on the computer program. The comments section should briefly describe what happened, including:
    - (1) Facts establishing elements of the crime, if any;
    - (2) The nature and extent of any injury, loss or damage;
    - (3) A description of modus operandi, or sequence of events;
    - (4) Descriptions of suspects, when applicable.

4. Follow-Up Reports
    - a. The Follow-Up Report is used to record additional information about cases after the initial reporting or to request follow-up work.
    - b. Follow-Up Reports will be completed by filling in the applicable blanks and recording any necessary narrative remarks.
  5. Probable Cause Affidavit
    - a. Probable cause affidavits shall be completed any time a subject is placed in jail on a new criminal charge.
    - b. The affidavit should be short in length and should only focus on the facts necessary to establish probable cause to the related crime.
  6. The Citation
    - a. Citations are used as a court appearance notice for criminal traffic and criminal offenses, and also serves as an arrest report, describing pertinent information about the offense.
    - b. Citations are completed by filling in the applicable blanks.
    - c. In most cases, a single citation may be used for multiple charges.
  7. Notice of Infraction (NOI)
    - a. NOI's are used as a court appearance notice for non-criminal traffic offenses.
    - b. NOI's are completed by filling in the applicable blanks. The back of the first page is used to record a brief description of the incident and probable cause.
    - c. In most cases, a single NOI may be used for multiple charges.
  8. Field Interview Report
    - a. The Field Interview Report is used to record field interviews and to report intelligence information.
    - b. The report is completed by filling out the applicable blanks in ILEADS RMS.
    - c. All Field Interview Reports must be entered into ILEADS RMS. A case number is not required.
    - d. The field interview should be printed out and placed on the Field Interview Report clipboard.
  9. Supplementary Report
    - a. Supplementary Reports are narrative reports prepared when the information needs considerable detail and elaboration.
    - b. Supplementary reports are completed by use of the records management program on the computers.
  10. Property Report
    - a. The Property Report is used to document and track all evidence and property in the custody of the department.
    - b. Details are in General Order 2010, "Property and Evidence."
  11. Use of Force Report
    - a. When use of force is used this form shall be completed.
    - b. See G.O. 1510
- C. Report Preparation
1. Reports will be prepared by officers during their regularly scheduled tour of duty, when practical.
  2. Depending on the type, reports may be handwritten, typewritten, or direct computer-entered.
  3. Handwritten reports will be prepared in black ink.
  4. Reports must be neat, legible, complete, accurate, concise, and written in plain, correct English, avoiding jargon. Disparaging or unprofessional language in official reports is prohibited.
  5. Incident and Supplemental reports require a disposition at the end of the report. Officers shall choose a disposition and denote it at the bottom of the report. Examples of such dispositions include but are not limited to the following:
    - a. Follow-up to continue;
    - b. Case closed;
    - c. Case cleared;
    - d. Forward to another agency; and/or
    - e. Information only.
- D. Report Review
1. Supervisors will review and approve reports submitted by field officers. The purpose of the review is to:
    - a. Determine adherence to this General Order;
    - b. Detect errors or omissions in need of correction;
    - c. Ensure that appropriate investigation has taken place;
    - d. Assign follow-up investigation when needed;
    - e. Obtain information about events for briefing other officers;
    - f. Assure the overall quality of reports is maintained.

2. Supervisors will periodically review reports prepared by subordinates for performance review and training purposes.
3. The Records Unit will review reports for technical errors.
4. Errors Requiring No Corrective Action
  - a. Minor errors may be corrected by the reviewing officer, if this is convenient, with no further action.
  - b. Repetitive errors, however, shall be documented and brought to the attention of the employee's supervisors.
5. Errors Requiring Corrective Action
  - a. The Records Unit will direct a copy to the employee through his or her chain of command.
  - b. The Records Unit will process the report as far as possible completing the processing after correction.
  - c. The assigned employee shall make the necessary correction as soon as possible.
  - d. The supervisor will review the corrected report to ensure that proper correction has occurred.
6. The Records Unit will maintain the system for tracking Error Notifications and corrections, and will notify supervisors of reports that remain uncorrected for more than five days.

#### E. Report Control

1. Forms Control
  - a. The Records Unit will maintain an inventory of official department report forms.
  - b. Employees may make recommendations through their supervisor for modification of existing forms, or for new forms. New or modified report forms must be approved by the chief of police.
2. Maintenance of Files
  - a. The Records Unit is primarily responsible for the filing and maintenance of department reports. Except as otherwise provided, all original investigative reports will be forwarded to and maintained by the Records Unit.
  - b. The following units may maintain separate investigative case files of original reports:
    - (1) Internal Affairs Unit, for internal investigations;
    - (2) Narcotics Unit for sensitive ongoing investigations;
  - c. Other units and officers may retain copies of reports for analytical or

investigative use, as long as the need exists.

- d. The creation and maintaining of other reports or files must be approved by the chief of police.

#### 3. Control and Security of Reports

- a. Employees shall retain reports and copies with suitable precautions against loss or disclosure.
- b. Any copies not used after two weeks should be destroyed.
- c. Employees shall not remove, alter, or destroy original reports without supervisory authorization.

#### F. Confidential Reports

1. Reports can be designated confidential by the officer preparing the report if the release or dissemination of the information contained in the report would be likely to jeopardize an investigation.
2. The supervisor of the Records Unit will determine the appropriate limitations on distribution and secure storage, subject to final approval of the chief of police.
3. Confidential Informants
  - a. Since reports are often subject to discovery or disclosure during the prosecution of a case, officers who report information from confidential informants should take suitable precautions to protect the identity of the source, if necessary.
  - b. Officers should use the words "confidential informant" in reports rather than the subject's name, if the name must be protected from release.
4. Confidential Information Reports
  - a. Information reports submitted containing information so sensitive they cannot be kept with the other reports will be retained in a locked file in the custody of the Records Unit supervisor.
  - b. These reports may not be viewed by anyone unless they demonstrate a clear need to know.
  - c. Permission from the chief of police or the unit supervisor is necessary before any information can be released.
  - d. The originating officer will be contacted before any information is released from confidential files.
  - e. A record will be kept of all persons who have received information from confidential files.

#### G. Reports at the Service Desk

1. Reports concerning the following incidents may be taken at the Service Desk.
  - a. Lost or stolen property.
2. The following reports may be taken by service desk personnel if commissioned personnel are not available.
  - a. Misdemeanor theft with no suspects;
  - b. Misdemeanor malicious mischief with no suspects;

#### H. Internet Based Reporting

1. In some cases, citizens can complete police reports for minor incidents using an internet based reporting system (Coplogic) attached to the city's website.
2. This is not a replacement for officers responding to these types of calls and the use of this service is strictly voluntary. If a citizen requests an officer for any types of reports available through internet based reporting, an officer will respond and take the report.
3. Shift sergeants are responsible for checking the internet based reporting system daily to review any pending reports submitted.

#### I. SECTOR Ticketing System

1. Officers in the field may now use the computer based SECTOR statewide traffic ticket system in place of citation books and NOI's.
2. A printed copy of the citation/NOI will be provided to the offender.
3. SECTOR can only be used for those offenses authorized by the prosecutor's office.

#### J. Computer Records and Reports

1. The department maintains many of its records and reports in its computer systems.
2. The provisions of this General Order apply equally to computerized records and reports, where applicable.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1940  
**TOPIC:** RELEASE OF REPORTS AND CRIMINAL HISTORY  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-1-00  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will honor requests for the release of information in accordance with applicable laws. Requests for department records, documents, or information will usually be processed by the Records Unit.

### II. DEFINITIONS

A. Local Criminal History Check: A check of information gathered by the Port Orchard Police Department to determine the existence of a criminal record on an individual. The information would include:

1. Notations of the issuance of arrest warrants;
2. Notations of arrest;
3. Dispositions relating to arrests.

B. Public Information: Information gathered by the Port Orchard Police Department that is available for release to the general public is defined by State statute. Information of this type would include:

1. Selected information from accident reports for victims;
2. Selected information from incident reports for victims;
3. Criminal history information as recorded by POPD.

C. Confidential Information: Information that is gathered by or accessible to the department, but is not available for release to the general public. Such information would include:

1. Supplementary reports;
2. Additional Case Information reports;
3. Coroner reports;
4. Intelligence reports;
5. Field contact information;
6. Interstate Information Index (NCIC/WACIC) Criminal Histories.

D. Criminal Justice Agencies: Those federal, state, and local governmental agencies whose primary purpose is criminal investigation and/or prosecution, or who have a criminal investigation/prosecution function which is established by law.

#### 1. Federal Agencies

- a. Bureau of Alcohol, Tobacco, and Firearms
- b. Bureau of Customs
- c. Drug Enforcement Administration
- d. Federal Bureau of Investigation
- e. Internal Revenue Service
- f. U.S. Postal Service postal inspectors
- g. Secret Service
- h. Central Intelligence Agency
- i. U.S. Probation/Parole
- j. U.S. Attorney
- k. U.S. Marshals' Service

#### 2. State Agencies

- a. Attorney General
- b. Department of Corrections
- c. Fire Marshal
- d. Fish and Game, Law Enforcement Division
- e. Liquor Control Board
- f. Washington State Patrol
- g. Parole Administration
- h. Probation Administration
- i. Department of Social Services, Child Protective Services Unit and Adult Protective Services
- j. University / College Police

#### 3. County and Municipal Agencies

- a. Municipal police departments
- b. County sheriffs
- c. County prosecutors
- d. Courts
- e. Probation officers
- f. Kitsap County Health Department

4. Other Organizations
  - a. Railroad police departments
  - b. Other government agencies may be considered criminal justice agencies if they have specific criminal investigative and enforcement powers established by law. The chief of police will make a determination when any question arises in this regard.

### III. PROCEDURE

#### A. Release of Public Information Documents

1. Private citizens and representatives of non-criminal justice agencies seeking public information shall be directed to the Records Unit counter during business hours, Monday through Friday.
2. A Records Information Request form must be completed with the necessary information.
3. Unless the chief of police has authorized a specific exception, no reports or records other than those designated as public information may be released.

#### B. Release of Information to Criminal Justice Agencies

1. Department reports, documents, and criminal histories may be released to law enforcement personnel and criminal justice agencies, at any time.
2. Requests for documents shall be processed by the Records Unit or supervisor, if available.
3. The chief of police may make specific exceptions to facilitate transfer of records to other criminal justice agencies when reasonable precautions against improper diversion of the records are in place. This may include electronic transfer or facsimile transmission.

#### C. Documentation and Retention

1. The Records Unit will maintain a record of all criminal history requests.
2. Such records will be filed and retained for one year from the date of the request.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 1950  
**TOPIC:** CITATION CONTROL  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00  
**REFERENCE:**

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I. POLICY

The Port Orchard Police Department will follow procedures to control the storage and distribution of Uniform Citation forms, and to account for the disposition of citations, in order to minimize potential loss or misuse.

II. PROCEDURE

A. The Records Unit is responsible for ordering, stocking, distribution, and secure storage of citation forms. Citation books will be issued as follows:

1. Citation books will be issued only to police officers, animal control officers, and code enforcement officers.
2. The officer or ACO will fill out the receipt log, and record his or her name and employee number on each citation book.
3. Officers will ordinarily be issued no more than one citation book at any given time.
4. New citation books will be ordered through the supply unit.

B. Employees are responsible for the control and accounting of each citation form they receive.

1. Employees will store and maintain citation books in a reasonably secure manner.
2. Citations shall be recorded in a log book maintained by the officer to reference if necessary.
3. All used citations, including any voided citations, will be turned in to the Records Unit at the end of the employee's shift.

C. Citations are voided in the following manner:

1. Print "VOID" across the face of the form.
2. On the back of the law enforcement agency copy, write the date and reason the citation was voided, sign and print employee number.

3. Turn the voided citation in to the Records Unit in the same manner as other completed citations.
4. Voided citations will be forwarded by the Records Unit to the supervisor for approval.

D. Audit of Citations

1. The Records Unit shall monitor and compare computer records of citation numbers, citations issued, and the receipt log at several intervals during the year.
2. Any unresolved discrepancies discovered during these processes will be reported to the chief of police for a determination regarding any further inquiry.

E. For the purpose of this General Order, citations and infractions will be synonymous.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 1960  
**TOPIC:** SOCIAL MEDIA  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:**  
**REFERENCE:**

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### I. POLICY

Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

### II. PROCEDURE

#### A. Definitions

1. *Blog*: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."
2. *Page*: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
3. *Post*: Content an individual shares on a social media site or the act of publishing content on a site.
4. *Profile*: Information that a user provides about himself or herself on a social networking site.
5. *Social Media*: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and videosharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
6. *Social Networks*: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

7. *Speech*: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
8. *Web 2.0*: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.
9. *Wiki*: Web page(s) that can be edited collaboratively.

#### B. Department Sanctioned Presence

1. Determine strategy
  - a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
  - b. Where possible, the page(s) should link to the department's official website.
  - c. Social media page(s) shall be designed for the target audience(s) such as youth or potential police recruits.
2. Procedures
  - a. All department social media sites or pages shall be approved by the chief of police or his or her designee and shall be administered by the authorized department representative.
  - b. Where possible, social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.
  - c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
    - (1) Content is subject to public records laws. Relevant records retention schedules apply to social media content.
    - (2) Content must be managed, stored, and retrieved to comply with open records laws.

- d. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
  - (1) Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
  - (2) Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
- 3. Department Sanctioned Use
  - a. Department personnel representing the department via social media outlets shall do the following:
    - (1) Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
    - (2) Identify themselves as a member of the department.
    - (3) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission of the chief of police.
    - (4) Not conduct political activities or private business.
  - b. The use of department computers by department personnel to access social media is prohibited without authorization.
  - c. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission.
  - d. Employees shall observe and abide by all copyright, trademark, and service mark restriction in posting materials to electronic media.
- e. Photos or video of a crime posted by a participant or observer.
- 2. Social media can be used for community outreach and engagement by:
  - a. Providing crime prevention tips;
  - b. Offering online reporting opportunities;
  - c. Sharing crime maps and data; and
  - d. Soliciting tips about unsolved crimes (i.e., Crimestoppers, text-a-tip).
- 3. Social media can be used to make time-sensitive notifications related to:
  - a. Road closures;
  - b. Special events;
  - c. Weather emergencies, and;
  - d. Missing or endangered persons.
- 4. Persons seeking employment and volunteer positions use the internet to search for opportunities, and social media can be a valuable recruitment mechanism.
- 5. This department has an obligation to include internet-based content when conducting background investigations of job candidates.
- 6. Searches should be conducted by a non-decision maker. Information pertaining to protected classes shall be filtered out prior to sharing any information found online with decision makers.
- 7. Persons authorized to search internet-based content should be deemed as holding a sensitive position.
- 8. Search methods shall not involve techniques that are a violation of existing law.
- 9. Vetting techniques shall be applied uniformly to all candidates.
- 10. Every effort must be made to validate internet-based information considered during the hiring process

#### D. Personal Use

- 1. Precautions and Prohibitions
  - a. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among co-workers, or negatively affect the public perception of the department.
  - b. As public employees, department personnel are cautioned that speech on- or off-duty, made pursuant to their official duties – that is, that owes its existence to the employee's professional duties and responsibilities – is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the

#### C. Potential Uses

- 1. Social media is a valuable investigative tool when seeking evidence or information about:
  - a. Missing persons;
  - b. Wanted persons;
  - c. Gang participation;
  - d. Crimes perpetrated online (i.e., cyberbullying, cyberstalking); and

- department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.
- c. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief of police.
  - d. For safety and security reasons, department personnel are cautioned not to disclose their employment with this department nor shall they post information pertaining to any other member of the department without their permission. As such, department personnel are cautioned not to do the following:
    - (1) Display department logos, uniforms, or similar identifying items on personal web pages.
    - (2) Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this department. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
  - e. When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:
    - (1) Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
    - (2) Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
  - f. Engaging in prohibited speech noted herein, may; provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination of office.
  - g. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the view or positions of this department without express authorization.
  - h. Department personnel should be aware that they may be subject to civil litigation for:
    - (1) Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
    - (2) Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
    - (3) Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
    - (4) Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
  - i. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
  - j. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
2. Reporting Violations
    - a. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately.
    - b. The notified supervisor shall contact the police commander and an investigation shall commence in accordance with policy.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 2010  
**TOPIC:** PROPERTY AND EVIDENCE  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-01-00; 5-13-06  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department will ensure that property in its possession is properly received, securely stored, carefully accounted for, and disposed of according to law. Employees shall place all property under the control of the Property and Evidence Unit prior to the end of their tour of duty. Employees shall not convert any property to their own use that comes into their possession as part of their official duties. Officers are encouraged to photograph evidence prior to submission to the evidence unit.

### II. PROCEDURE

#### A. Property Report

1. A Property Report must be completed for all items placed into the custody of the Property Evidence Unit.
2. Items brought to the property room shall be accompanied by the hard copy of the Property Report. The yellow copy of the property report shall be placed in the evidence inbox. The white copy will be attached to the case report.
3. For items taken to the sally port, attach a property tag to the item and turn the yellow and hard copies of the property report into Property and Evidence.
4. For bicycles, attach a property tag to the bike, and turn in the hard and yellow copies of the property report to the Property and Evidence Unit.
5. Officers shall enter all articles brought in, including vehicles, and write the case number on the Property Report.

#### B. Tagging and Marking Evidence

1. The following items should be packaged separately from other items brought in from the same case:
  - a. Drugs and drug paraphernalia;

- b. Cash, checks, negotiable instruments, stock certificates, etc.;
  - c. Items which will require laboratory examination;
  - d. Items of particularly high value, such as jewelry.
2. All items of evidence must be marked for later identification.
    - a. Officers should mark the container, or packaging with the date, case number, property number, item number, and the officer's name. Optional is a written listing of the contents.
    - b. Officers should mark evidence in a manner that does not damage the item or interfere with laboratory examination.

#### C. Packaging Evidence

1. Drugs and paraphernalia
  - a. Package items to be sent to the lab separately from other items.
  - b. Mark the Property Report if the drugs need to be submitted to the lab.
  - c. Syringes
    - (1) Syringes are not accepted by the lab, therefore are not to be submitted to the evidence room without written permission of a supervisor or evidence manager.
    - (2) Special containers are available and must be used for syringe disposals.
    - (3) Testing of syringe contents can only be done if a sample of the material is removed from the syringe. Prior to removing the contents of the syringe, the Officers should photograph the syringe. Officers should then transfer the liquid from the syringe into a small glass container.
    - (4) The container of liquid should be tagged in to evidence, and the syringe should be disposed of in a biohazard container.

- d. Drugs:
    - (1) Mark the receptacle containing the narcotics.
    - (2) Weigh bulk drugs, and count dosage unit drugs.
    - (3) The drugs will be placed in an appropriately sized bag and all factory seams will be sealed with evidence tape.
    - (4) The seal will be initialed and dated by the officer. The initials and date will be written partially on the tape and partially on the packaging.
  2. Checks will be placed in an appropriately sized plastic evidence bag.
  3. Firearms:
    - a. Handguns will be placed in an appropriately sized gun box and secured with tie downs.
    - b. Rifles and shotguns can have an evidence hang tag attached marked with the date, case number, item number and Officer. If the gun needs to be sent to the lab for any type of forensic examination it will be placed in a long gun box and secured with tie downs.
    - c. Actions of firearms will be tied open with zip ties or secured by ties in a manner rendering them inoperable.
    - d. POPD evidence or the State Crime Lab will not accept loaded guns. Ammunition will be packaged separately from firearms.
    - e. Manufacturer, model, caliber, and serial number will be recorded on the evidence form.
    - f. Evidence technicians will check all firearms through NCIC and the National Center Firearms Trace prior to logging them into evidence.
  4. Clothing and fabrics will be placed in appropriately sized paper evidence bags. Any wet or moist items should be called to the attention of the evidence technician or detective so they can be dried properly.
  5. Documents, driver's licenses, ID, film and photos should be placed in appropriately sized clear plastic evidence bag. Film to be developed only if the pictures are needed for court or needed as part of a continuing investigation.
  6. Oral Swabs.
    - a. Use a dry sterile cotton tipped swab.
    - b. Collect at least 2 swabs.
    - c. Allow swabs to air dry.
    - d. Once completely dry, they may be packaged and placed in the freezer before submission to the lab.
  7. Tools and knives will be placed in plastic bags, sacks or boxes. Knives with an exposed blade will be placed in knife boxes and secured with tie downs.
  8. Cash and Currency
    - a. The amount of money should be recorded by denominations on the report and then totaled on the report. The total amounts should be verified and initialed by two Officers.
    - b. Currency envelopes should be sealed with evidence tape along all factory seams.
    - c. The date and initials of person sealing should be written across the seal.
  9. Gasoline, fuels, and other volatile substances cannot be maintained in the Property and Evidence Unit. Such evidence in misdemeanor cases should be photographed and disposed of safely. In felony cases and other circumstances approved by a supervisor, the following procedure should be followed:
    - a. Tag as usual and store the container in the locked cage adjacent to the police sally port.
    - b. The Property and Evidence Unit or detective may take the substance to the State lab, and once a sample is withdrawn, the remainder will be safely disposed of.
    - c. The empty container may be kept as evidence if needed.
  10. Audiotapes held as evidence should be checked into Property. If the tape needs to be transcribed, direct a request to the Records Unit through a shift Sergeant.
- D. Sealing Evidence
1. Use evidence tape to seal evidence.
  2. Evidence packages are properly sealed if the evidence inside is protected from loss or contamination and an attempt to enter the package would be easily recognized.
  3. Solely using staples on envelopes or paper bags do not constitute proper seals.
  4. The open flaps of envelopes and all factory seams of envelopes and bags should be sealed with tape, and each strip of tape must be initialed and dated. The initials must be written across the tape and on to the container surface.
- E. Photographs as Evidence
1. When digital photographs are taken of evidence or a crime scene the following process shall be followed:

- a. All digital images related to the case will be printed and placed into the case file where they can readily be viewed.
  - b. The digital images from the digital camera shall be transferred from the camera to a media storage device and placed into evidence under the related case.
2. When practical in serious cases, 35mm photos should also be taken and the undeveloped film case should be placed into evidence under the related case.
- F. Photographing and Releasing Property
1. Evidence may be photographed and the photo tagged as evidence in lieu of the actual item in the following cases:
    - a. Misdemeanor shoplifting;
    - b. Stolen autos;
    - c. Misdemeanor offenses involving liquor containers;
    - d. Misdemeanor cases involving gas or gas cans;
    - e. Misdemeanor cases involving fireworks.
  2. In all other cases, the actual property must be tagged and cannot be photographed and released unless approved by the prosecutor.
- F. Fingerprints
1. Tenprint cards and latent fingerprint cards will be properly tagged and placed into evidence.
- G. State Lab Submittal Form
1. Items requiring examination by the State Laboratory shall have lab submittal forms completed. Submittal forms may be filled out by the requesting officer or by the evidence technician.
  2. The Property and Evidence Unit will submit evidence to the lab.
- H. Chain of Custody
1. No property or evidence will be removed from the Property and Evidence Unit or storage areas except for official purposes.
  2. Chain of custody information will be recorded on the Property Report whenever possession changes hands. The receiving officer shall complete the required information, and both the officer and the evidence technician shall sign the report.
3. When the article is returned to evidence, the evidence technician shall perform the reverse procedure.
  4. When officers check out evidence for court, they may be required to leave the evidence with the court. An Evidence Custody Report is used to maintain chain of custody and relieve the officer of responsibility for the evidence.
    - a. The Property and Evidence Unit will give the officer an Evidence Custody Report when evidence is checked out.
    - b. In the event the evidence leaves the officer's custody to the prosecutor or court, the officer shall complete the Evidence Custody Report.
- I. Property Receipts
1. If an officer is asked to provide a receipt to the owner of property being seized, the following procedure shall be observed:
    - a. The officer may hand write a receipt to the owner.
    - b. The officer will ensure that the receipt contains the serial number, model number and accurate description of the item. The receipt will contain the officer's name, number and the date.
- J. Disposition of Property
1. Property in the custody of the department will be disposed of according to applicable law and court orders.
  2. Stolen property held by the department will be returned to the rightful owner when no longer required as evidence.
  3. Firearms held as evidence of any crime will be disposed of when no longer required as evidence.
    - a. Firearms may be taken for safekeeping.
    - b. Recovered stolen firearms will be returned to the owner. Anyone other than the rightful owner must have a court order directing release of the firearm to the individual.
    - c. Prior to firearms being released to any individual, a criminal history will be obtained from the Records Unit. The criminal history will then be reviewed to determine if such individual is prohibited from possessing a firearm.
  4. Citizens may file a claim for property they have found.
    - a. A claim must be made in writing to the Property and Evidence Unit within 30

days of the date the property was turned over to the department.

- b. Service desk personnel will process found property claims.

K. Inspection and Audit

1. The Property and Evidence Unit supervisor will conduct a quarterly inspection to determine adherence to property and evidence control procedures.
2. The supervisor will report his findings to the chief of police.
3. The State of Washington may audit the evidence room on a yearly basis.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 2020  
**TOPIC:** DEPARTMENT EQUIPMENT AND SUPPLIES  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00  
**REFERENCE:**

### I. POLICY

The Port Orchard Police Department accepts responsibility for the care and control of valuable City equipment entrusted to its use. All employees are expected to properly care for equipment and materials assigned to them. The Purchasing and Supply Unit is responsible for storage and security of department property, and maintaining the inventory in a state of operational readiness.

### II. PROCEDURE

#### A. Inventory of Equipment and Supplies

1. The Purchasing and Supply Unit will maintain an inventory of all non-expendable equipment with a useful life of over one year and a value of \$250 or more.
  - a. This inventory will include, at the minimum, an identification number, a description, approximate value, and the place or person to whom it is assigned.
  - b. Changes in assignment or location shall be reported to the Purchasing and Supply Unit, which shall update the record.
  - c. The Purchasing and Supply Unit shall audit the inventory annually, and provide a report to the chief of police.
2. The Purchasing and Supply Unit is primarily responsible for the acquisition and distribution of all equipment and supplies and will maintain a stock of equipment and supplies in regular use.

#### B. Issuing Equipment and Supplies

1. Certain items of equipment are maintained by the Purchasing and Supply Unit for checkout by officers for use during their tour of duty.
  - a. The Purchasing and Supply Unit will maintain a system for documenting the assignment of such equipment.
  - b. Such items must be checked back in at the conclusion of the tour of duty.

2. Some personal equipment, uniforms, radios, some radar devices, firearms, and other necessary equipment will be issued to officers. The Purchasing and Supply Unit will maintain records of non-expendable items issued to officers.
3. Replacement of non-expendable items that become unserviceable will require that the item be exchanged.
4. Expendable items in general use may be obtained from the Purchasing and Supply Unit by submitting a written request for such items.
5. The acquisition of unusual or special order items requires written authorization by the chief of police.
6. The Purchasing and Supply Unit will follow the rules established by the city purchasing agent in the acquisition of all items.

#### C. Damage, Loss, and Theft of Equipment

1. Employees are required to take proper care of all equipment and supplies entrusted to their use or custody. Abuse, misuse or negligence will result in appropriate disciplinary action.
2. Ordinary wear-and-tear or problems with serviceability of equipment shall be reported to the Purchasing and Supply Unit whenever discovered by an employee.
3. Loss, theft, or damage to non-expendable property shall be reported in writing by submitting an explanation and nature of the incident.
  - a. The officer in control of the item at the time the loss, theft, or damage occurs must complete this report and submit it to chief of police.
  - b. The chief of police will review the report, along with any other information pertaining to the incident, and make a determination as to whether abuse, misuse, or negligence were involved, and determine the need for any remedial or disciplinary action.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 2025  
**TOPIC:** MOBILE VIDEO EQUIPMENT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00  
**REFERENCE:**

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### I. POLICY

The Purpose of this policy is to establish guidelines and procedures for the video/audio equipped vehicles that the department operates. These procedures are related to the legal use of the equipment as well as the care and preservation of the evidence that they create.

### II. OPERATING GUIDELINES

- A. Officers assigned a video camera shall use it to document all traffic stops, pursuits, and when approaching crime scenes. If possible the camera should be activated to record traffic violations. Once the camera has been activated during a traffic stop or other contact, it will remain activated until the contact has been completed, with the exceptions noted below. The officer can supplement the video recording with an audio description of the event which describes factors not recorded (ie: prior observations, road conditions or observations outside the camera view)
- B. Prior to contacting any violator in an enforcement capacity, the video/audio equipment shall be activated. Upon contact with the violator, the officer shall advise of the reason for the contact and that they are being recorded. If the violator objects to the recording, the audio portion shall be turned off, however the video portion shall continue. It is the officer's responsibility to adequately inform the subject that he/she is being recorded.
- C. If the video/audio equipment is deactivated during a contact prior to the end of that contact, the officer shall document the reason for the deactivation. This documentation shall be maintained with the tape for audit purposes. This documentation shall be done verbally on the tape and on the officers log book.
- D. Before using a video camera, officers must be trained in the operation of the camera. This training shall include reading the operator's manual for the camera and any other attached equipment, as well as becoming familiar with operating and maintenance procedures. When an officer has read the operators manual and become familiar with the camera he/she will then forward a memo indicating this to the training sergeant for inclusion in his/her training file.
- E. At the beginning of each shift, the officer shall check:
  - 1. To see that the video/audio equipment is working properly. If the equipment is not operating properly the unit will be taken out of service and the on duty supervisor notified. If no supervisor is on duty the officer will prepare a memo for the next scheduled on duty supervisor describing the problem.
  - 2. The video lens is positioned properly and the wireless microphone is activated.
  - 3. There are enough video tapes to complete the shift.
  - 4. The officer shall activate the system in record mode for a minimum of three minutes at the beginning and end of each shift. This requirement is designed to protect officers from a complaint that they recorded something they did not want others to view and that they later erased.
- F. Officers shall record vehicular pursuits, traffic stops, arrests when possible, field interviews, and any incident an officer feels may have liability consequences on department personnel and/or the agency itself.

### III. VIDEO TAPE GUIDELINES

- A. The video tapes shall be controlled by the traffic sergeant. Each officer assigned to a video/audio equipped vehicle shall contact the traffic sergeant at the beginning of each work week to obtain enough tapes for that work week. At that time, a tape log shall be signed by the officer checking out the sequentially numbered tapes. The traffic sergeant will then log in the tapes from the officers prior work week. The tapes will be maintained by the traffic sergeant. If the traffic sergeant is not available, the used tapes from the prior week will be placed into an evidence locker for later filing.
- B. Whenever a citation or Notice Of Infraction is written in which the contact was recorded, the officer shall indicate on the back of the court copy that the contact was video taped. This notation should include the tape number and section of the tape pertinent to the contact. In other cases where police reports are written but citations were not issued; the police report shall indicate that the incident was video taped.
- C. One video tape should be used per work week. The remaining blank tapes may be stored in the vehicle.
- D. All recorded video tapes shall be maintained as records for 90 days unless it becomes evidence. At the end of the 90 days, those not being held as evidence may be erased and reused.
- E. If the tape becomes evidence in any criminal, civil, or administrative case the tape shall be tagged as evidence and kept as such until such time as the case is disposed of by the court. A civil case filing does not include infractions. It is the responsibility of the officer assigned to the tape to ensure that all cases on a tape have been adjudicated prior to erasing a tape.
- F. It is the responsibility of the prosecutor's office to request a copy of a tape.

- G. The only copies of tapes that will be made will be for the use of the Port Orchard Police Department, the prosecutors office in the court of filing, and/or through a public disclosure request. Officers will not make copies for personal use. If an incident can be used as a training aid, the officer shall request it through the chain of command for approval.
- H. A quarterly random review of video tapes and recordings will be conducted to assess officer performance and compliance with policy.

### IV. PUBLIC DISCLOSURE

- A. All requests for review of video tapes shall be approved by the prosecutor's office and the Chief of Police or his/her designee prior to the review.
- B. The defendant or his/her attorney of record will be allowed to view the tape during normal business hours. This monitoring shall be done at the Port Orchard Police Department with the evidence custodian or his/her designee present.
- C. Any requests for copies of video tapes must first be approved by the prosecutor from the court of filing and the Chief of Police or designee. A written request must first be forwarded to the evidence custodian and then to the records manager. The incident date, time, tape number, and case or citation number must be included in the request; and only that portion of the tape will be duplicated.
- D. A response to this request will be made within five (5) working days of the request. The cost of the copy will be \$25 and will be the responsibility of the requestor.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 2027  
**TOPIC:** NIGHT VISION EQUIPMENT  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 5-13-06  
**REFERENCE:**

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### I. POLICY

- A. The purpose of this policy is to provide the Port Orchard Police Department with the ability and the equipment to view objects or people in the dark, when an alternative light source is not available or practical.
- B. Justification
  - 1. Officers come into contact with suspects while attempting, committing, or fleeing from a crime during low light situations. Suspects often conceal themselves in dark areas.
  - 2. Night vision equipment allows officers to see in low light situations without being detected.
  - 3. Officers on a night surveillance detail would have greater standoff capability, protecting them from unwanted detection.
  - 4. Officers may need night vision equipment to enhance their vision during land/marine rescues at night.
- F. Officers will promptly report any damage or malfunctioning equipment to their supervisor. Officers will not attempt any repair to damaged equipment.
- G. Officers will not utilize night vision equipment for personal use.
- H. Enforcement
  - 1. If you have any questions concerning this procedure contact your supervisor.
  - 2. It will be the responsibility of supervisory personnel to monitor and enforce this procedure. Sergeants shall maintain, disperse or directly control the night vision equipment.
  - 3. Officers will sign a logbook checking the night vision equipment out and when checking it back in.
  - 4. The officer checking the night vision equipment out will be responsible for it's safe return.

### II. PROCEDURE

- A. Officers will read and understand the technical manual provided by the United States Naval Sea Systems Command prior to using the night vision goggles. The manual is located inside the Night Vision Equipment case.
- B. Officers will familiarize themselves with the night vision goggles prior to using them on duty.
- C. Officers utilizing night vision must have a second officer present who is not wearing night vision equipment, when engaged in a situation where the officer is at risk of confrontation with a suspect.
- D. Officers will not use the night vision equipment while driving a motor vehicle.
- E. Officers will not point the night vision equipment at a bright light source. Damage to the night vision goggles could occur as well as potential harm to the officer's permanent sight.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 2030  
**TOPIC:** DEPARTMENT MOTOR VEHICLES  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 1-16-02; 2-17-04  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department maintains a fleet of motor vehicles to be used by department personnel to carry out their day to day assignments. Maintenance of these vehicles is essential to ensure the maximum lifespan of this equipment. In addition, the department provides a "take home car" program to qualified officers for the purpose of enhancing police presence in the community and immediate response for emergency call-outs. Employees are expected to set an example for the public in safe, lawful and courteous driving, and will operate vehicles in accordance with all applicable General Orders.

### II. PROCEDURE

#### A. Vehicle Assignment

1. The chief of police will equitably assign vehicles to officers when possible. In assigning vehicles, the following factors shall be considered:
  - a. New vehicles shall be issued to officers when the life of their current vehicle has reached its end.
  - b. New vehicles will not generally be assigned to new officers.
  - c. Special purpose vehicles shall be operated only by trained and approved personnel.
2. Some department vehicles are maintained as reserve or special duty vehicles. Officers using these vehicles shall check them out on the "vehicle check-out" sheet prior to use and check them in after use.
3. The reserve officer police vehicle shall also be checked out unless used by duty reserves as part of their regular assignment.
4. Vehicles used from the reserve fleet shall be returned full of gas and in a clean condition.

#### B. Take-home police car program

1. Commissioned officers that reside within 15 road miles of the Port Orchard city limits will be issued a take home police vehicle when possible.
2. Officers participating in the take home program shall ensure the vehicle is kept in an area that provides security to the vehicle, such as the driveway, garage, car port, or other area at the officer's primary residence.
3. Officers shall not store their take home vehicle at any other location without prior written permission of the chief of police. These cases will be considered on a case by case basis and will be approved only on a temporary basis.
4. Officers participating in this program shall keep the vehicle clean and maintained as required by this general order and other related general orders.
5. When leaving for vacation, officers shall keep their police vehicle in a location that allows the vehicle to be accessed and removed should it be needed for an emergency or other police operation.
6. Any officer using another officer's vehicle shall return it full of fuel and in a clean condition.
7. Officers shall not attach any bumper stickers, other signs, advertising, etc. anywhere on the police vehicle without written permission of the chief of police.
8. Failure to comply with the policies and procedures regarding police vehicles may result in removal from the program, disciplinary action, or both.

#### C. Vehicle Maintenance

1. All officers assigned to police vehicles are responsible for ensuring routine maintenance is completed.

2. Officers should routinely check engine fluid levels, tire pressure levels, and inspect the exterior of the vehicle for damage.
3. Officers are responsible for ensuring the cleanliness of the vehicle at all times. Assigned vehicles shall be washed at least monthly and more often when conditions dictate.
4. Officers will complete the "vehicle maintenance order" form prior to sending the vehicle to the mechanic.
5. All maintenance should be routed through the city mechanic. The city mechanic should then schedule the needed maintenance at the city shop or another facility as needed.
6. Officers will ensure their patrol vehicle is equipped with first aid kit, protective body cover, fire extinguisher and a minimum of three road flares.
7. When a driveable vehicle requires repair, it may be driven to the city shop or contracted maintenance facility if safe and prudent to do so.
8. Whenever a police vehicle needs roadside service as a result of mechanical failure, the officer driving shall request assistance from the city mechanic first. If the city shop is not available the officer should contact a tow company on the city's tow list.
9. When officers take vehicles to outside vendors for repair, they shall remove any valuable equipment, all weapons, radio microphone, and MCT's from the vehicle.
10. Officers will provide all outside vendor receipts for work performed to the chief of police upon return. A copy of the vendor receipt will be provided to the city mechanic for his records.
11. MCT's are equipped with Automatic Vehicle Location technology (AVL). Employees are forbidden from disabling the AVL technology in police department vehicles.

#### D. Use of police vehicles

1. Police vehicles are to be used for official police functions only.
2. Police vehicles shall not be used to transport passengers other than required as part of official police functions, without the prior approval of their supervisor.
3. Police vehicles may be taken to health clubs immediately prior to or following an officer's shift with approval of the chief of police.
4. No police vehicle shall be driven to a private residence, except as part of an official police function, without prior approval of the chief of police.

#### E. General Motor Vehicle Operating Requirements

1. All police vehicles shall be operated in a manner which does not jeopardize the safety of the public and in accordance with all laws and General Orders governing their use.
2. To safeguard the vehicle and equipment, the ignition key shall be removed and vehicle locked when unattended.
3. Citizens shall be transported in police vehicles only when necessary to accomplish a police purpose. Any exception must be approved by a supervisor.
4. Officers will carry a handgun along with badge and commission when operating a police vehicle.
5. When operating a marked police vehicle while not in uniform, officers shall have a department issued "raid jacket" readily available. This jacket shall be worn to identify the officer when taking any police action.

#### F. Parking at the Police Headquarters

1. Officers may park their personal vehicle at police headquarters only for short term (less than one hour) during normal city hall business hours. For longer parking of personal vehicles, officers shall use street parking or other approved parking.
2. Officers should park police vehicles in stalls reserved as "official use only", whenever possible.
3. Officers will not park police vehicles or personal vehicles in handicapped stalls at any time, without a proper permit.
4. Personal and department motorcycles shall make use of a kick stand plate when parked in the headquarters parking lot.



## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 2040  
**TOPIC:** POLICE FACILITIES  
**ISSUED BY:** GEOFFREY C. MARTI, CHIEF OF POLICE  
**DATE:** 1-15-2014  
**SUPERCEDES:** 7-15-2011  
**REFERENCE:**

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### I. POLICY

The Port Orchard Police Department seeks to promote convenient public access to its facilities within the limitations and controls necessary to preserve security and provide operational effectiveness.

### II. PROCEDURE

#### A. Facilities Management

1. The chief of police will designate a unit manager to serve as the department's facilities manager. This person shall be responsible for:
  - a. Liaison with contracted service providers;
  - b. Maintaining building security procedures, including key and access control;
  - c. Assisting in the development of capital improvement projects and budgets;
  - d. Monitoring compliance with safety, OSHA, and ADA requirements pertaining to buildings and facilities;
  - e. Coordinating and ensuring the inspection, cleaning, maintenance, and repair of buildings and facilities;
  - f. Establishing and disseminating building emergency procedures.
2. Although the facilities manager has overall coordinating responsibility, each unit supervisor is responsible for the care of facilities assigned to her or his unit.

#### B. Access to Facilities

1. Facilities and areas have varying levels of public access and security, as follows:
  - a. **Public Areas:** Areas with no substantial restrictions on public access during business hours. This includes the lobby.
  - b. **Quasi-Public Areas:** Spaces where the public is allowed unescorted, but where access to the area is controlled.

- c. **Secure Areas:** Employee areas where the public is allowed only when escorted by an officer. This includes areas such as the report room, lineup room, unit offices, administrative offices, and investigations areas.
  - d. **Private Areas:** Spaces in secure areas where access is limited to employees who have appropriate authority. This includes such areas as the Property and Evidence Unit, Records Unit, private administrative offices, and storage rooms.
2. Employees shall not allow unauthorized access to facilities.
    - a. Access to quasi-public areas will be provided to citizens who have an approved purpose.
    - b. Citizens will not be allowed in secure areas unless escorted by an employee.
    - c. Employees shall not enter or allow access into private areas, desks, files, computers, or restricted areas within computer files without authorization.
  3. **Police Headquarters Building Entrances**
    - a. The public entrance to police headquarters is designated as the main door on the Bay Street side of the building.
    - b. The south door accessing the parking lot is a controlled access door designated as the primary employee entrance and for prisoner loading and unloading.
    - c. The sally port door is designated for prisoner loading and unloading, evidence delivery and may also be used as an employee entrance.
    - d. The hall door next to the lunch room is a controlled access door for employees only.
    - e. The lunch room interior door is a controlled access door for employees only.

4. Key Control
  - a. Each officer shall be issued a key that will operate the locks on the interview rooms, certain interior hallway doors, and employee entrances.
  - b. Personnel will be issued keys to the areas to which they need access. These keys will be issued by, and returned to, the facilities manager. In case of reassignment, all keys must be turned in.
  - c. Employees are responsible for the care and control of issued keys and shall not give or loan keys to unauthorized persons. Loss or theft shall be promptly reported to the facilities manager.

#### C. Headquarters Building Use Guidelines

1. Interview Rooms
  - a. Interview rooms shall not be used for long term detention. Subjects shall be left in interview rooms only for a short term and only while the officer in charge of the subject is in the immediate area.
  - b. Only employees involved in the investigation shall have contact with detainees in interview rooms.
  - c. Prior to placing a detainee in an interview room, the officer shall search the room for items which could present a danger to the detainee or officer.
  - d. Officers placing multiple detainees in interview rooms shall separate males from females and juveniles from adults.
  - e. Detainees shall not be secured to fixed objects.
  - f. Juveniles placed into any room within the police department shall not be secured inside by locking the door. Interview rooms will have signage that states "Do not lock juveniles in this room".
  - g. The officer having control of a detainee shall ensure that he or she is provided with timely access to restrooms, water, and other immediate needs.
  - h. The officer placing any unattended detainee in an interview room shall search the detainee and remove all tobacco items, lighters, matches, and any other item that could be used as a weapon or an aid to escape.
  - i. Visual observation of a detainee placed in an interview room shall occur at least every thirty minutes.
  - j. If an officer requires emergency assistance in an interview room, he or she shall utilize clear voice radio transmission or a telephone.
  - k. In the event of fire, the supervising officer shall immediately escort persons in interview rooms to the nearest available exit.

- i. The Training Unit shall ensure that all officers receive training on their responsibilities for detainees in temporary custody.
2. Conference Room
  - a. The conference room is available for employee use by appointment.
  - b. The conference room may be reserved by contacting the records manager.
3. Canteen
  - a. The canteen in the lower level of the building is available for employee use.
  - b. The canteen serves employees of other City agencies located in the building, via elevator and stair access.
4. Locker Rooms
  - a. Locker rooms are to be used by department employees only.
  - b. Each employee assigned a locker and using the locker room is responsible for maintaining his or her locker and adjacent area in an orderly fashion.

#### D. Headquarters Parking Lot

1. The parking lot is for parking of department vehicles only.
2. Parking of employees' private vehicles in the parking lot during regular business hours shall be limited to less than one hour. Parking of private vehicles in this lot for a longer period is prohibited unless approved by the chief of police.

#### E. Duties of Employees

1. Employees shall keep their assigned work area clean and orderly.
2. Special requests, such as repairs or special cleaning needs, should be brought to the attention of the facilities manager.
3. Employees shall not abuse or misuse department facilities.
4. Found articles shall be turned in to the Property and Evidence Unit.





## PORT ORCHARD POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 2050  
**TOPIC:** FIREARMS AND WEAPONS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 12-20-00; 2-17-04  
**REFERENCE:**

### I. POLICY

Officers are authorized to carry and use only those firearms and weapons that conform to the specifications and requirements set forth in this General Order. Rules pertaining to the use of firearms and weapons are contained in General Order 1510, "Use of Force."

### II. PROCEDURE

#### A. Service Sidearm

1. The department will issue a service sidearm to each officer.
2. While on duty, officers shall carry the issued service sidearm as their primary sidearm. Officers are expected to carry their sidearm at all times while on-duty, except when:
  - a. In an area where firearms are prohibited;
  - b. Within a secure area of a law enforcement facility;
  - c. Participating in training;
  - d. Exempted by a supervisor for a specific purpose.
3. Officers may request, in writing, approval from the chief of police to substitute a personally owned firearm as their primary sidearm. The following requirements must be met:
  - a. Weapon has been inspected and approved by the armorer;
  - b. Uses department-issued ammunition;
  - c. Officer has qualified with the weapon;
  - d. The officer has received permission to carry the weapon by the chief of police.
  - e. Officers must provide their own holster and magazine pouch for the weapon if it does not fit department issued holsters and pouches. These items must be approved by the chief of police.
  - f. Officers must be aware that the weapon could be held as evidence should it be a part of an incident. The department will not be responsible for replacing the

weapon, except that a department firearm will be provided.

#### B. Back-up and Off-duty Sidearms

1. Officers may carry an issued sidearm off duty, a personally-owned sidearm off-duty or on duty as a back-up to their primary sidearm, provided they have qualified with that firearm and it meets the following criteria:
  - a. Inspected and approved by the armorer;
  - b. Carried in an unobtrusive concealed manner;
2. Officers are encouraged but not required to be armed while off-duty.
3. Off duty officers must carry their commission on their person when armed and are recommended to carry their badge when practical.
4. Officers shall not carry a sidearm while consuming alcoholic beverages in an off-duty capacity or while under the influence of alcohol or drugs.
5. Officers are reminded that they must comply with local laws pertaining to the possession and carrying of firearms when travelling outside the jurisdiction of the Port Orchard Police Department.

#### C. Shotguns and Rifles

1. Officers who have qualified may carry a department-issued shotgun or rifle in their vehicle.
2. Shotguns are to be carried locked in vehicle's shotgun rack or trunk. Rifles will be carried cased in the trunk or in a rifle rack.
3. Shotguns and rifles will be assigned to specific officers. Shotguns and rifles will be carried with an empty chamber unless preparing for use.
4. Only department-issued shotguns and rifles may be carried.
5. Deployment of department issued rifles is limited to the following conditions:

- a. Where greater accuracy is desired which cannot be achieved with a handgun or shotgun;
- b. Where there is a lack of appropriate cover within acceptable ranges near the target for the use of a handgun or shotgun, indicating the need for greater accuracy;
- c. Any situation where gun shots have been threatened or fired;
- d. Where the use of a scoped rifle would be advantageous;
- e. Where the use of semi-automatic rifle fire would be advantageous; or
- f. Incidents wherein the suspects are anticipated to be heavily armed.

#### D. Ammunition

1. Only department-issued ammunition shall be carried in the primary sidearm, shotguns, and rifles, or as additional ammunition for these weapons.
2. While on duty, officers shall carry at least two full reloads for their primary sidearm whenever they are required to be armed.
3. Only full-power service ammunition will be carried for duty purposes.
4. Practice ammunition is provided only for use by officers of this department, and shall not be given or sold to others.

#### E. Firearms Inspection, Maintenance, and Records.

1. The department armorer is responsible for firearms inspection, maintenance, and record keeping. The armorer shall maintain records for each weapon authorized for use, including:
  - a. Make, model, serial number, caliber of weapons;
  - b. The employee who owns or is issued each weapon;
  - c. Date the weapon was inspected and approved;
  - d. Dates, course and scores of employee qualification;
  - e. The specific firearms that an individual employee has qualified with and is authorized to carry.
2. Only firearms which have been inspected and approved by the armorer, and with which the officer has maintained a current qualification, are authorized for use or carry in the performance of duty. Details and requirements for qualification are contained in General Order 1320, "Firearms Training and Qualification."

3. The armorer will inspect all authorized weapons at least annually.
  - a. Sidearms will be inspected at normal firearms training and qualification sessions.
  - b. Rifles and shotguns will be inspected at the convenience of the armorer.
4. The armorer will remove any weapon that is unserviceable. In the event that a firearm is removed from service for repair or maintenance, a replacement may be issued.
5. No modifications or repairs of any kind to department firearms will be made except under the direction of the armorer.
6. The department assumes no liability for the maintenance, repair, or replacement of personally owned firearms.

#### F. Batons

1. The department will issue officers a baton.
2. Officers shall carry their baton while on duty.
3. Officers will be instructed in a method of baton use, must demonstrate proficiency in these methods, and shall employ these methods in using the baton. Details concerning non-lethal force training and proficiency are contained in General Order 1330, "Non-Lethal Force Training."

#### G. Chemical Weapons

1. The department will issue aerosol oleoresin capicum (OC spray) to officers who have received required training. Trained officers are authorized to carry issued OC spray.
2. Officers are not authorized to carry or use any other chemical weapons or agents.
3. Specific department members will be trained in the use of other chemical weapons and chemical agents for tactical purposes.

#### H. Knives

1. Fixed blade knives with a maximum of 6" blade are permitted to be carried.
2. The knife must be carried concealed.
3. The knife must be carried in a sheath or other protective holster.

#### I. Auxiliary Weapons

1. All weapons not previously mentioned in this general order are considered auxiliary weapons, and are prohibited for carry, use or possession on duty, unless advance written permission has been obtained from the chief of police. A pocketknife is not considered to

- be an auxiliary weapon, and may be carried as a utility tool.
2. Officers shall use other items of equipment or instruments as weapons only in dire emergencies and after other defensive options have been exhausted or would be clearly ineffective.
- J. Nationwide Concealed Carry by Active and Retired Officers
1. The Law Enforcement Officers Safety Act (LEOSA) permits the nationwide carrying of concealed handguns by qualified active and retired officers.
  2. The law does not allow the following:
    - a. Grant active or retired officers any law enforcement authority;
    - b. Allow active or retired officers to fly armed;
    - c. Allow active or retired officers to possess a weapon in any place where there is a local law that prohibits or restricts possession of a concealed weapon such as certain government buildings, parks, schools, jails, etc.
  3. Active duty officers must meet the following qualifications:
    - a. Possess statutory powers of arrest and be authorized to carry a concealed firearm on or off duty;
    - b. Have successfully completed firearms training within the past 12 months;
    - c. Not be the subject of disciplinary action that could result in the suspension of an officer's commission or temporarily disqualified by the agency from working as an officer or carrying a firearm;
    - d. Not be under the influence of alcohol or drugs while carrying the firearm;
    - e. All firearms carried must meet the requirements of section II.E above; and
    - f. The officer must have their commission card and official badge at all times when carrying concealed under this provision.
  4. Department issued firearms may not be taken out of state except on official business or with the prior written authorization of the chief of police.
  5. Reserve police officers do not meet the entire standards of the federal law. They possess commissions that are limited to on-duty authority only for powers of arrest and as such are not authorized under this provision.
  6. Retired officers must meet the following qualifications:
    - a. Retired in good standing from the department. The officer must not have been facing disciplinary action that could have resulted in termination for misconduct or unfitness for office;
    - b. Retired for a reason other than mental instability. Mental instability means the officer was medically separated from mental instability or at the time of their retirement the officer was facing removal for reasons of mental instability;
    - c. Was employed as an officer for 10 years or more prior to retirement or retired due to a service connected disability;
    - d. This was the officer's last employment as a law enforcement officer;
    - e. Has a non-forfeitable right to retirement benefits;
    - f. Cannot be under the influence of alcohol or drugs while carrying the firearm;
    - g. Cannot be prohibited by federal or state law from having a firearm as evidenced by passing an annual agency background check;
    - h. During the past 12 months, the retired officer has, at their own expense, met the basic handgun proficiency course for certification as outlined by the Criminal Justice Training Commission (CJTC);
    - i. If the retired officer does not live in Washington state, they must qualify to the standard of the state in which they live;
    - j. The retired officer must have their department issued retired officer photo ID on their person; and
    - k. The retired officer must have a certification issued by an appropriate entity in the state where the retiree resides that the retired officer has been tested to meet the standards established by that state for active law enforcement officers to carry a firearm.
  7. If the retired officer does not meet the above conditions, no photo ID will be issued under any circumstances. Retired officers not meeting the above conditions are not authorized to carry a concealed firearm under the LEOSA Act.
  8. Retired officer identification cards:
    - a. For retired officers who have met all of the conditions above, including qualification standards, the department will issue a photo ID card showing they are retired from the department and the date of last qualification.

- b. It is the responsibility of the retired officer to make an appointment to obtain their photo ID card.
  - c. The retired officer must provide certification that they have successfully completed the basic handgun proficiency course as outlined by the CJTC.
  - d. Out of state retired officers may send a digital photograph to the department for their photo ID card.
  - e. Out of state retired officers will be issued a photo ID card that clearly states that the retired officer must also possess additional certification that indicates that they have met the standards for training and qualification for that state.
9. The records unit will keep a record of all ID cards issued to retired officers, including copies of all documents used to determine eligibility as well as a copy of the front and back of the issued ID card.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 2110  
**TOPIC:** SPECIAL EVENTS  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00  
**REFERENCE:**

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I. POLICY

Special events that require significant planning and multiple agency involvement will be assigned to a unit manager or supervisor. A written plan shall be submitted to the chief of police which outlines the use of police personnel and resources.

II. PROCEDURE

A. A written special events plan may be necessary for:

1. Entertainment or sporting events;
2. Parades;
3. Construction or maintenance activities;
4. Picketing or demonstrations.

B. The plan should be designed to meet the needs of the special event to include the following elements:

1. Estimates of traffic volume;
2. Crowd control considerations;
3. Expected crime problems;
4. Contingency plan for traffic direction and control;
5. Use of special operations personnel;
6. Logistical requirements;
7. Coordination with other agencies and department units;
8. After-action report.

C. Special circumstances arising from the event may require additional planning for:

1. Parking space;
2. Public transportation;
3. Alternate traffic routes;
4. News media;
5. Emergency vehicle access;
6. Ingress and egress of vehicles and pedestrians;
7. Temporary traffic controls;
8. Parking prohibitions.

D. Special Events Command

1. Supervisors in conjunction with the chief of police will coordinate and plan large-scale special events occurring in the city.
2. Supervisors will coordinate other minor special events as needed.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 2130  
**TOPIC:** EMERGENCY MOBILIZATION  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-01; 3-19-03  
**REFERENCE:**

I. POLICY

The Port Orchard Police Department shall be prepared to mobilize personnel to respond to natural disasters, civil disorder, transportation accidents, and similar emergencies requiring extraordinary resources.

II. PROCEDURE

A. Alert stages may be declared by the chief of police, as follows:

1. Phase One Alert: Potential emergency. Resume day to day status.
  - a. On alert status due to weather watch or potential incident.
  - b. On duty police supervisor assesses information, but takes no action at this time. All on duty personnel advised to be on alert status.
2. Phase Two Alert: Imminent emergency.
  - a. On duty police supervisor assumes command as incident commander until relieved by higher authority.
  - b. Employees are notified to report to duty as required. Personnel shall report to assembly area for assignment.
3. Phase Three Alert: Full emergency.
  - a. Supervisory personnel will notify personnel to report to duty at the designated assembly location.
  - b. Personnel shall report prepared to assume their assignment.

B. Emergency Call-In Procedures

1. When a natural disaster has occurred, all employees not already on duty shall contact the police department to determine if additional employees are to be mobilized.
2. If contact cannot be made by telephone, due to outages or other technical problems, the police radio shall be utilized.
3. If neither the telephone system nor the radio system is in operation, employees shall

report to police headquarters to determine if they are to be mobilized.

C. Work Schedules During Emergency Mobilization

1. In the event of a stage three mobilization, two 12-hour shifts will be implemented.
  - a. Unless otherwise established, shift hours will be 0600 to 1800, and 1800 to 0600.
  - b. Supervisory personnel will assign employees to duty shifts dependent upon workload demands.
2. Leaves and days off will be cancelled until further notice.

D. Assembly Areas

1. In the event of a stage two or stage three alert, employees summoned will report to the designated assembly area unless otherwise instructed.
2. The primary assembly area is the Port Orchard Police Department headquarters building.
3. If the primary assembly area is unsuitable, the secondary assembly area is Fire District 7, Station 31, 200 Tremont Street.
4. The chief of police or incident commander may establish an alternate assembly area as needed.
5. Equipment and supplies will be distributed at the assembly area.

E. Communications Failure

1. In the event the public communications network and the police radio system fails during a major emergency, employees should report for duty as soon as possible of their own accord, and follow procedures outlined for radio system failure contained in General Order 1910.
2. If the primary assembly area is obviously impractical due to the emergency, employees should report to the secondary location.

## F. Command Post

1. The chief of police, in consultation with other emergency services, shall designate a location for all police emergency operations.
2. The command post location should be selected based on:
  - a. Security and safety of the location;
  - b. Proximity to areas of operations;
  - c. Access to transportation and communication facilities.
3. The command post will be staffed by the incident commander and other authorized staff.
4. Only authorized personnel will enter the command post.

## G. Key Assignments During Emergency Operations

1. The following key personnel assignments will be in effect during emergency mobilization:
  - a. Commanding Officer In Charge: The chief of police or his or her designate will have command of police operations.
  - b. Incident Commander: The department EOC supervisor will staff the command post, command the operational personnel, and coordinate their efforts with other emergency personnel.
  - c. Logistical Support Commander: The reserve coordinator will be responsible for the acquisition and distribution of all material, equipment, and supplies.
  - d. Transportation Coordinator: The detective will be responsible for coordinating the transportation needs of departmental personnel.
  - e. Public Information Officer: The media sergeant will function as the public information officer, maintain liaison with news media, and coordinate the release of casualty information in the event of a full-scale disaster.
  - f. Tactical Commander: The senior sergeant will command any other ad hoc tactical unit or special assignment detail that may be needed.
2. Other key assignments may be established if needed, based on the contingencies of the actual emergency.
3. If any of these key personnel are absent, the highest ranking police official shall appoint a replacement.
4. Any of these key personnel are authorized to obtain the assistance of subordinates as may be needed to accomplish the duties and tasks of their responsibility.

## H. Transportation During Emergency Operations

1. To the extent possible, officers will utilize their assigned department vehicles during emergency operations.
2. Administrative vehicles may also be employed to support operations.
3. In the event of vehicle shortage, supervisors will assign officers to team up in available vehicles until arrangements can be made for alternate transportation.
4. The mass-transit resources of Kitsap Transit may be accessed if necessary.

## I. Communications

1. Cellular telephones, land lines, and shared radio frequencies will be employed for joint agency operations during emergencies.
2. Radio traffic involving law enforcement operations only will generally be handled on the usual radio channels, as described in General Order 1910, "Radio Communications."

## J. After-Action Procedures

1. The incident commander shall ensure that personnel are assigned to after-action duties required by the circumstances, such as:
  - a. Investigation and follow-up on any criminal offenses;
  - b. Continuing security assignments, if needed;
  - c. Arranging services such as street clearing, critical public property repair, etc.
2. The incident commander shall prepare an after-action Supplementary Report describing the overall situation and response, and will cause such other reports as may be necessary to be prepared by the personnel involved.
3. The chief of police shall conduct a debriefing concerning the incident with key staff involved in the situation.

## K. Planning and Drills

1. The Disaster Management Supervisor is responsible for emergency preparedness planning, and shall maintain an updated disaster plan in cooperation with other area emergency services.
2. The department shall participate in annual preparedness exercises. These will be conducted in conjunction with other emergency services when possible.



PORT ORCHARD POLICE DEPARTMENT  
GENERAL ORDERS

**NUMBER:** 2150  
**TOPIC:** CIVIL DISORDER  
**ISSUED BY:** ALAN L. TOWNSEND, CHIEF OF POLICE  
**DATE:** 7-15-2011  
**SUPERCEDES:** 9-1-00  
**REFERENCE:**

I. POLICY

From time to time the Port Orchard Police Department must respond to civil disorders such as spontaneous mass gatherings or rioting; and planned events/incidents, such as labor strike picketing and organized protests. Emergencies may also arise at correctional or other institutions that require police presence and official action. The department recognizes its duty as protecting the Constitutional rights of all parties involved; safeguarding persons and property; and maintaining and restoring order.

II. PROCEDURE

A. Advance Planning

1. Whenever the department has received information regarding a large-scale demonstration or similar event, a planning meeting shall be scheduled by the chief of police to include all affected supervisory personnel. The purpose of this meeting is to:
  - a. Estimate the scope of the event;
  - b. Determine the resources that may be necessary to respond;
  - c. Assign specific duties supervisors.
2. A supervisor will be assigned as the incident commander, and is responsible for planning and operational command of personnel involved in the detail.
3. The planning process shall include:
  - a. Acquisition of situation maps.
  - b. Development and publication of a written response plan.
4. If practical, the incident commander will meet with organizers of events such as labor picketing, mass protests, or demonstrations. The purpose of this meeting is to:
  - a. Advise organizers of department policies that are followed in such circumstances;
  - b. Provide organizers with information on laws and statutes that may apply;
  - c. Address any concerns of the organizers or sponsors;

- d. Attempt to obtain a commitment for voluntary compliance with law and reasonable public safety measures;
- e. Identify contact persons for further consultation if necessary.

B. Lawful Assemblies

1. The department will not intervene to prevent or interfere with the lawful conduct of persons in the exercise of their rights.
2. The department recognizes its obligation to protect the free exercise of Constitutional rights, and will take reasonable measures to do so while striving to maintain public order.
3. Intervention will occur only when violations of the law and threat to public safety require law enforcement response.

C. Response Strategies

1. The department will assign a suitable number of personnel to cope with the contingency at hand.
  - a. If necessary, emergency mobilization may be initiated, pursuant to General Order 2130, "Emergency Mobilization."
  - b. Ad hoc task forces may be activated and employed.
  - c. The chief of police may request mutual aid if department resources appear insufficient.
2. A command post will be established.
  - a. The command post location should be selected based upon:
    - (1) Security and safety of the location;
    - (2) Proximity to the areas of operations;
    - (3) Access to transportation and communications facilities.
  - b. The command post will be staffed by the event commander, representatives of mutual aid agencies, and authorized staff.
  - c. Only authorized personnel will enter the command post.

3. Perimeter Control
  - a. If the situation warrants, a perimeter shall be established to limit access to the area of the disorder.
  - b. For this purpose, the incident commander may establish checkpoints at the approaches to the area, and assign officers to traffic control as necessary.
4. Security
  - a. Depending on the scope and location of the disorder, a security detail may be assigned to protect public facilities, such as government buildings, transportation and communications centers.
  - b. If needed, the incident commander shall assign personnel to maintain security of police resources, such as the command post, assembly areas, and fleet vehicles.
5. Surveillance
  - a. If the situation warrants, surveillance should be established to provide intelligence information about the disorder, such as crowd estimates, public safety hazards, etc.
  - b. Such surveillance may include the use of undercover personnel and the use of video or still photography.
  - c. In no case will surveillance be used to record or collect information about persons or organizations involved in the lawful exercise of their Constitutional rights.

#### D. Dispersal and Arrest Strategies

1. Teams of officers should be organized along the same lines as a field force team, providing for an arrest team, a team leader, and an assistant team leader.
2. Mass arrest procedures are contained in General Order 1520, "Arrest and Booking."
3. The department legal advisor will provide guidance on legal considerations in arrests, and serve as prosecutorial liaison.

#### E. Support Services During Civil Disorders

1. Transportation
  - a. Transportation services for personnel involved in the detail should be arranged by the incident commander.
  - b. In the event of special needs for mass transportation of department personnel or of prisoners, the resources of Kitsap Transit or Kitsap County Corrections may be accessed.

2. Equipment
  - a. Officers will utilize their assigned personal equipment.
  - b. Specialized equipment may be issued to department members for use in civil disturbances.
  - c. The Purchasing and Supply Unit is responsible for the emergency acquisition of additional equipment and supplies that may be required.
3. Communications
  - a. A designated tactical frequency may be used for radio communications.
  - b. Cellular telephones, land lines, and shared radio frequencies may be employed when communication with other outside agencies is required.
4. Public Information
  - a. The incident commander will designate an employee to establish liaison with the news media, and shall prepare timely releases of information.
  - b. Public information releases shall be approved by the chief of police or the incident commander.

#### F. After Action Procedures

1. The incident commander shall ensure that personnel are assigned to after-action duties required by the circumstances, such as:
  - a. Investigation and follow-up on criminal offenses;
  - b. Continued assignment of security details, if needed;
  - c. Contact with other agencies for services such as vehicle removal or street clearing.
2. The incident commander shall direct the preparation of an after-action report describing the disturbance and response, and such other reports as may be required to document offenses and investigations.
3. The chief of police shall conduct a debriefing concerning the incident at a regular staff meeting.