

Washougal Police Department

Washougal PD Policy Manual

CHIEF'S PREFACE

The men and women of the Washougal Police Department strive to provide excellent service to the residents and visitors to our community. The character and responsibilities surrounding the law enforcement field requires all personnel to be given competent and consistent instruction. This manual is designed to provide each member of the Washougal Police Department a working guide to follow in the performance of their duties. While sworn and non-sworn personnel are responsible for making discretionary decisions, we are all bound by law and professional standards. The policies, procedures, and rules set forth in this manual are a guide to the exercise of discretion and the execution of duty.

This manual is a tool to be used to supplement individual training and experience, and is not intended to discourage employee initiative. This manual will not encompass every situation encountered by a member, so the reasonable exercise of discretion may be required. Discretionary actions taken by members that may be viewed as deviating from the tenants of this manual are approved provided the actions are reasonable taken in the context of the knowledge of the member at the time action was taken.

All personnel are required to be familiar with the directives in this manual, and when necessary, seek guidance and clarification from a supervisor. Members are encouraged to submit recommendations for constructive changes to improve the efficiency and effectiveness of the service delivery of the Washougal Police Department. This manual will be updated as necessary to reflect changes in the law, personnel responsibilities, and Department goals and objectives.

The policies, procedures and rules expressed in this manual are for Departmental use only and do not apply in any criminal or civil proceedings. Any policy, procedure and/or rule shall not be construed as a higher legal standard of care or safety in an evidentiary sense with respect to third party claims. When a conflict occurs in any directive in this manual with Federal laws, State Statutes, labor contracts, City Ordinances, and City Personnel Policies, existing Federal law, State Statute, labor contract, City Ordinance or City Personnel Policies will supersede the directive in conflict. Violations of any component of this manual will only form the basis for Department administrative sanctions.

Zane Freschette, Chief of Police

City of Washougal

Washougal Police Department

Washougal PD Policy Manual

LAW ENFORCEMENT CODE OF ETHICS

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

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

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

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

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

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

OUR MISSION, VISION AND VALUES

Our Mission

Maintain the trust and confidence of our citizens while delivering the highest level of service possible, enforcing the laws without bias, and providing a safe environment for all.

Our Vision

Provide professional, proactive, and personable police services.

Embrace an open relationship with our citizens and government organizations.

Focus on improving quality of life.

Our Values

HONESTY: We are committed to the highest standards of honesty and ethical conduct, which are the cornerstones of our profession.

RESPECT: We recognize the authority we hold and will treat others as we would like to be treated.

CHARACTER: We strive to achieve the highest standards of personal and organizational excellence as well as the character to confront fear, danger, uncertainty, and intimidation.

Washougal Police Department

Washougal PD Policy Manual

Table of Contents

CHIEF'S PREFACE.	1
Law Enforcement Code of Ethics.	2
Our Mission, Vision and Values.	3
Chapter 1 - Law Enforcement Role and Authority.	9
100 - Law Enforcement Authority.	10
101 - Law Enforcement Certification.	12
102 - Oath of Office.	13
103 - Policy Manual.	14
Chapter 2 - Organization and Administration.	17
200 - Organizational Structure and Responsibility.	18
201 - Departmental Directives.	20
202 - Emergency Management Plan.	21
203 - Training.	23
204 - Electronic Mail.	25
205 - Administrative Communications.	26
206 - Staffing Levels.	27
207 - Concealed Pistol License.	28
208 - Appeal Process for Denials of Firearm Transfers and Concealed Pistol Licenses.	33
209 - Concealed Firearms by Qualified Former or Retired Officers.	35
Chapter 3 - General Operations.	38
300 - Use of Force.	39
301 - Use of Force Review Boards.	52
302 - Handcuffing and Restraints.	54
303 - Control Devices and Techniques.	60
304 - Conducted Energy Device.	66
305 - Officer-Involved Shootings and Deaths.	73
306 - Firearms.	83
307 - Knives and Multi-Tools.	93
308 - Vehicle Pursuits.	95
309 - Officer Response to Calls.	106
310 - Canines.	109
311 - Domestic Violence.	118
312 - Civil Process.	125
313 - Search and Seizure.	138
314 - Adult Abuse.	140
315 - Discriminatory Harassment.	146
316 - Child Abuse.	151
317 - Missing Persons.	158
318 - Public Alerts.	165

Washougal Police Department

Washougal PD Policy Manual

319 - Victim Witness Assistance.	171
320 - Hate Crimes.	173
321 - Standards of Conduct.	175
322 - Information Technology Use.	182
323 - Report Preparation.	186
324 - Media Relations.	190
325 - Subpoenas and Court Appearances.	192
326 - Reserve Officers.	195
327 - Outside Agency Assistance.	199
328 - Registered Offender Information.	201
329 - Major Incident Notification.	206
330 - Death Investigation.	207
331 - Identity Theft.	210
332 - Limited English Proficiency Services.	211
333 - ADA Compliance.	218
334 - Child and Dependent Adult Safety.	226
335 - Service Animals.	229
336 - Volunteer Program.	232
337 - Off-Duty Law Enforcement Actions.	237
338 - Department Use of Social Media.	239
339 - Native American Graves Protection and Repatriation.	242
340 - Extreme Risk Protection Orders.	244
341 - Generative Artificial Intelligence Use.	250
 Chapter 4 - Patrol Operations.	 254
400 - Patrol Function.	255
401 - Bias-Based Policing.	258
402 - Briefing.	261
403 - Crime and Disaster Scene Integrity.	263
404 - Ride-Along Policy.	265
405 - Hazardous Material Response.	268
406 - Hazard Communication Program.	271
407 - Hostage and Barricade Incidents.	276
408 - Response to Bomb Calls.	281
409 - Emergency Detentions.	287
410 - Citation Releases.	290
411 - Foreign Diplomatic and Consular Representatives.	291
412 - Rapid Response and Deployment.	295
413 - Immigration Violations.	298
414 - Emergency Utility Service.	302
415 - Field Training Officer Program.	303
416 - Aircraft Accidents.	306
417 - Obtaining Air Support.	310
418 - Contacts and Temporary Detentions.	311
419 - Mobile Digital Computer Use.	315
420 - Public Recording of Law Enforcement Activity.	318
423 - Body-Worn Cameras.	321

Washougal Police Department

Washougal PD Policy Manual

421 - Medical Cannabis.	327
422 - School Resource Officer (SRO).	332
423 - Foot Pursuits.	337
424 - Homeless Persons.	341
425 - First Amendment Assemblies.	344
426 - Civil Disputes.	350
427 - Crisis Intervention Incidents.	353
428 - Medical Aid and Response.	358
 Chapter 5 - Traffic Operations.	 363
500 - Traffic Function and Responsibility.	364
501 - Traffic Collision Reporting.	368
502 - Vehicle Towing.	370
503 - Vehicle Impound Hearings.	373
504 - Impaired Driving.	374
505 - Traffic Citations.	380
506 - Disabled Vehicles.	382
507 - Unauthorized 24-Hour Vehicle Violations.	383
 Chapter 6 - Investigation Operations.	 384
600 - Investigation and Prosecution.	385
601 - Informants.	393
602 - Eyewitness Identification.	398
603 - Brady Material Disclosure.	401
604 - Unmanned Aerial System.	404
605 - Sexual Assault Investigations.	407
606 - Warrant Service.	412
607 - Operations Planning and Deconfliction.	416
608 - Forensic Genetic Genealogy.	422
 Chapter 7 - Equipment.	 426
700 - Department-Owned and Personal Property.	427
701 - Personal Communication Devices.	429
702 - Vehicle Maintenance.	433
703 - Vehicle Use.	436
704 - Cash Handling, Security and Management.	442
705 - Personal Protective Equipment.	444
 Chapter 8 - Support Services.	 446
800 - Communications.	447
801 - Property and Evidence.	450
802 - Records Section.	466
803 - Records Maintenance and Release.	477
804 - Protected Information.	483
805 - Animal Control.	487
806 - Law Enforcement Information Exchange (LInX) Northwest Program.	492
807 - CJIS Access, Maintenance, and Security.	494

Washougal Police Department

Washougal PD Policy Manual

Chapter 9 - Custody.	502
900 - Temporary Custody of Adults.	503
901 - Temporary Custody of Juveniles.	512
902 - Custodial Searches.	521
903 - Transporting Persons in Custody.	527
 Chapter 10 - Personnel.	 531
1000 - Recruitment and Selection.	532
1001 - Evaluation of Employees.	537
1002 - Special Assignments and Promotions.	540
1003 - Anti-Retaliation.	542
1004 - Reporting of Arrests, Convictions, and Court Orders.	545
1005 - Drug- and Alcohol-Free Workplace.	547
1006 - Sick Leave.	550
1007 - Bereavement Leave.	552
1008 - Other Leaves.	553
1009 - Communicable Diseases.	554
1010 - Smoking and Tobacco Use.	559
1011 - Personnel Complaints.	560
1012 - Seat Belts.	570
1013 - Body Armor.	572
1014 - Personnel Records.	574
1015 - Commendations and Awards.	578
1016 - Fitness for Duty.	582
1017 - Duty Schedule.	585
1018 - Meal Periods and Breaks.	586
1019 - Lactation Breaks.	587
1020 - Payroll Records.	589
1021 - Overtime Compensation Requests.	590
1022 - Outside Employment.	591
1023 - Occupational Disease and Work-Related Injury Reporting.	595
1024 - Personal Appearance Standards.	597
1025 - Uniform Regulations.	600
1026 - Nepotism and Conflicting Relationships.	606
1027 - Domestic Violence Involving Law Enforcement Employees.	608
1028 - Department Badges.	615
1029 - Temporary Modified-Duty Assignments.	617
1030 - Speech, Expression, and Social Networking.	620
1031 - Accident, Illness and Injury Prevention.	624
1032 - Line-of-Duty Deaths.	633
1033 - Wellness Program.	644
 Attachments.	 649
2020 IIT Agreement.pdf.	650
2021 SWIIRT Protocol.pdf.	651
2024 OII IIT Coordination Protocol.pdf.	652
2024 OII Protocol.pdf.	653

Washougal Police Department

Washougal PD Policy Manual

2024 IIT Agreement.pdf. 654

Diplomatic and Consular Immunity - Guidance for Law Enforcement and Judicial
Authorities.pdf. 655

Washington State Law Enforcement Records Retention Schedule.pdf. 656

OIS Patrol Supervisor Checklist WPD .pdf. 657

Taser Release Agreement Aug 2018.pdf. 658

RMCT OIS Command Checklist 2014.pdf. 659

Washougal Police Department Public Safety Statement.pdf. 660

Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

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

100.2 POLICY

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

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

100.3 PEACE OFFICER POWERS

Sworn members of this department shall be considered peace officers as defined by RCW 9A.04.110 (13) and RCW 9A.04.110 (15).

100.3.1 ARREST AUTHORITY

The arrest authority of the Washougal Police Department includes (RCW 10.31.100):

- (a) When a peace officer has probable cause to believe that a person has committed or is committing a felony, the peace officer shall have the authority to arrest the person without a warrant.
- (b) A peace officer may arrest a person without a warrant for committing a misdemeanor or gross misdemeanor only when the offense is committed in the presence of a peace officer, except as provided in RCW 10.31.100 (e.g., when there is probable cause for certain offenses that involve domestic violence, driving under the influence, motor vehicle accidents).
- (c) A peace officer may arrest a person in compliance with an arrest warrant after confirming the existence and extradition. A peace officer making an arrest must inform the person that the peace officer is acting under the authority of a warrant.

100.3.2 OREGON AUTHORITY

Sworn members of this department who enter the state of Oregon in order to provide or attempt to provide law enforcement assistance have Oregon peace officer authority within 50 miles of the Washington-Oregon border under the following circumstances (ORS 133.405):

- (a) In response to a request for law enforcement assistance initiated by an Oregon sheriff, constable, marshal, municipal police officer or member of the Oregon State Police.
- (b) In response to a reasonable belief that emergency law enforcement assistance is necessary to preserve life and circumstances make it impractical for Oregon law enforcement officials to formally request assistance.
- (c) For the purpose of assisting Oregon law enforcement officials with emergency assistance in response to criminal activity, traffic accidents, emergency incidents or

Washougal Police Department

Washougal PD Policy Manual

Law Enforcement Authority

other similar public safety situations, whether or not an Oregon law enforcement official is present at the scene of the incident.

Washougal Police Department officers have no authority to enforce Oregon traffic or motor vehicle laws.

Whenever practicable, officers should seek permission from a department supervisor before entering Oregon to provide law enforcement services. As soon as practicable, officers exercising law enforcement authority in Oregon shall submit any appropriate written reports concerning the incident to the Oregon agency having primary jurisdiction over the area in which the incident occurred.

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters Idaho or Oregon in fresh pursuit of a person believed to have committed a felony (Idaho Code 19-701; ORS 133.430).

When an officer makes an arrest in Idaho or Oregon, the arresting officer shall cause the person to be taken without delay to a magistrate in the county where the arrest was made (Idaho Code 19-702; ORS 133.440).

100.5 CONSTITUTIONAL REQUIREMENTS

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

Law Enforcement Certification

101.1 PURPOSE AND SCOPE

All sworn officers employed by the Washougal Police Department shall receive certification by the Washington State Criminal Justice Training Commission (CJTC) prior to assuming law enforcement duties and responsibilities, and shall begin attending an approved academy within the first six months of employment (RCW 43.101.095(1) and RCW 43.101.200(1)).

Oath of Office

102.1 PURPOSE AND SCOPE

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

102.2 POLICY

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

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions (RCW 43.101.021).

If a member is opposed to taking an oath, they will be permitted to substitute the word "affirm" for the word "swear," and the words "so help me God" may be omitted.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed in accordance with the established records retention schedule and any applicable state and/or local law.

Policy Manual

103.1 PURPOSE AND SCOPE

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

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

103.2 POLICY

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

103.2.1 DISCLAIMER

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

103.3 AUTHORITY

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

103.4 DEFINITIONS

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

Adult - Any person 18 years of age or older.

CFR - Code of Federal Regulations.

Washougal Police Department

Washougal PD Policy Manual

Policy Manual

City - The City of Washougal.

CJTC - The Criminal Justice Training Commission.

Department/WPD - The Washougal Police Department.

DOL - The Department of Licensing.

Employee - Any person employed by the Department.

Juvenile - Any person under the age of 18 years.

Manual - The Washougal Police Department Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

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

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary Officers
- Non-sworn employees
- Volunteers

Non-sworn - Employees and volunteers who are not sworn peace officers.

Officer - Those employees, regardless of rank, who are sworn peace officer employees of the Washougal Police Department.

On-duty - A member's status during the period when they are actually engaged in the performance of their assigned duties.

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

Peace officer - Includes any "general authority Washington peace officer," "limited authority Washington peace officer," and "specially commissioned Washington peace officer" (RCW 10.93.020). Peace officers are generally referred to as officers in this manual (Washington State Office of the Attorney General Model Use of Force Policy).

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

RCW - Revised Code of Washington (Example: RCW 9.41.040).

Shall or will - Indicates a mandatory action.

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

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The

Washougal Police Department

Washougal PD Policy Manual

Policy Manual

supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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

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

USC - United States Code.

WAC - The Washington Administrative Code (Example: WAC 296-24-567).

WSP - The Washington State Patrol.

103.5 ISSUING THE POLICY MANUAL

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

Each member shall acknowledge that they have been provided access to, and have had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

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

103.7 REVISIONS TO POLICIES

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

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

Each Captain will ensure that members under their command are aware of any Policy Manual revision.

Any department member who wishes to recommend a revision to the Policy Manual shall submit their suggestion in writing through their chain of command to their Captain. The Captain will review the recommendation and, if appropriate, forward it to the Chief of Police for consideration.

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

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

200.2 SECTIONS

The Chief of Police is responsible for administering and managing the Washougal Police Department and has the authority to spend funds in the approved budget for its day-to-day operation. There are two sections in the Police Department as follows:

- Administrative Section
- Operations Section

200.2.1 ADMINISTRATIVE SECTION

The Administrative Section is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction, and control for the Administrative section. The Administrative Section consists of the Evidence Room; crime analysis; and all forensic, technical and administrative services.

200.2.2 OPERATIONS SECTION

The Operations Section is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction, and control for the Operations Section. The Operations Section consists of uniformed patrol; Detectives; and special operations, which includes the Reserve Unit.

200.2.3 ANIMAL CONTROL

The Animal Control Section is commanded by the Administrative Captain, whose primary responsibility is to provide general management direction and control. Patrol Sergeants are responsible for supervising daily operations.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all members of the Washougal Police Department. During planned absences, the Chief of Police will designate a supervisor to serve as the acting Chief of Police.

200.3.2 UNITY OF COMMAND

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

Washougal Police Department

Washougal PD Policy Manual

Organizational Structure and Responsibility

200.4 POLICY

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

Departmental Directives

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Departmental Directives.

201.2 RESPONSIBILITIES

201.2.1 CHIEF OF POLICE

Only the Chief of Police or their authorized designee may approve and issue Departmental Directives.

201.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All members shall be provided access to the Departmental Directives. Members shall acknowledge that they have been provided access to and have had the opportunity to review the Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

201.3.1 CONFIRMATION OF RECEIPT

Members are required to acknowledge in writing or electronically the receipt and review of any new Departmental Directives. Signed acknowledgement forms and/or electronic receipts showing a member's acknowledgement shall be maintained by the Administrative Captain.

201.4 POLICY

Departmental Directives will be used to modify policies of the Washougal Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable collective bargaining agreements and memorandums of understanding should be considered before a Departmental Directive is issued.

201.5 PROTOCOL

Departmental Directives will be incorporated into the Policy Manual upon approval. Departmental Directives will modify existing policies or create a new policy and will be rescinded if incorporated into the manual.

The Administrative Captain or their authorized designee should ensure that all Departmental Directives are disseminated appropriately. Departmental Directives should be numbered consecutively and incorporate the year of issue. All members will be notified when a Departmental Directive is rescinded or has been formally adopted into the Policy Manual.

Emergency Management Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Washougal Police Department and responsibilities of its members pertaining to large-scale emergencies and the State of Washington's comprehensive emergency management plan.

202.2 POLICY

The City has prepared an Emergency Management Plan Manual for use by all employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

The City Emergency Management Plan is written in accordance with the State of Washington's comprehensive emergency management plan and program and has been approved for local use (RCW 38.52.070). This plan provides guidance for City emergency operations within and outside its borders.

202.2.1 WASHOUGAL CODES

An emergency management organization has been established by the City of Washougal. This ordinance has been approved by the City Council (WAC 118-30-040).

202.3 ACTIVATING THE EMERGENCY PLAN

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

Upon activation of the plan, the Chief of Police or the authorized designee should contact the relevant emergency management organization to assist with a mutual aid response in which local, state, and federal law enforcement agencies.

202.3.1 RECALL OF PERSONNEL

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

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

202.4 LOCATION OF EMERGENCY MANAGEMENT PLAN

Copies of the Emergency Management Plan are available in the copy room above the ACCESS computer and the Patrol Room. All supervisors should familiarize themselves with the Emergency Management Plan and the roles members will play when the plan is implemented. The Operations Captain should ensure that all personnel receive periodic training on the Emergency Management

Washougal Police Department

Washougal PD Policy Manual

Emergency Management Plan

Plan. The Operations Captain should ensure that department members are familiar with the roles they will play when the plan is implemented.

202.5 EMERGENCY MANAGEMENT PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Management Plan Manual at least once every five years to ensure that the manual conforms to any revisions made by the emergency management organization (WAC 118-30-060). The Chief of Police or the authorized designee should appropriately address any needed revisions.

202.6 TRAINING

The Department should provide annual training on the Emergency Management Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Management Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop, or command staff discussion.

Training

203.1 PURPOSE AND SCOPE

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

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Washington Criminal Justice Training Commission (CJTC) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with CJTC rules and regulations concerning law enforcement training.

203.4 DAILY TRAINING BULLETINS

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

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

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

Washougal Police Department

Washougal PD Policy Manual

Training

203.5 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
 - 1. Court appearances.
 - 2. Previously approved vacation or time off.
 - 3. Illness or medical leave.
 - 4. Physical limitations preventing the member's participation.
 - 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend scheduled training shall notify their supervisor as soon as practicable, but no later than one hour before the training begins, and shall make arrangements through their supervisor to attend on an alternate date.

203.6 TRAINING RECORDS

The Administrative Captain is responsible for the creation, filing, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

203.6.1 TRAINING DOCUMENTATION

Detailed records shall be kept of all in-service training sponsored by or presented on behalf of the Washougal Police Department. Records should minimally include:

- An overview of the course content and/or an instructor lesson plan.
- Names and agency contact information of all attendees.
- Instructor credentials or resume.
- Individual attendee test results (if applicable).
- A course completion roster.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department electronic email system by employees of this department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., the Public Records Act - RCW 42.56). Messages transmitted over the email system must only be those that involve official business activities, contain information essential to employees for the accomplishment of business-related tasks, and/or communication directly related to the business, administration, or practices of the Department.

204.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and the property of the department. The Department reserves the right to access, audit or disclose, for any lawful reason, any message, including any attachment, that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system and is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

204.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the email system will not be tolerated and may result in discipline.

Email messages addressed to the entire department are to be used for official business only.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure minimizes the potential misuse of an individual's email, name and/or password by others.

204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Washington State Public Records Act and therefore managed in accordance with state law and the established records retention schedule.

The City of Washougal Information Technology Manager shall ensure that email messages are retained and recoverable.

Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

205.2 DEPARTMENT EMAIL

Email may be issued periodically by the Chief of Police to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

All external correspondence on paper shall be on department letterhead. Personnel should use department letterhead only for official business and with approval of their supervisor.

205.4 SURVEYS

All surveys made in the name of the Department shall be authorized by either the Chief of Police or the Captains.

Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance employee needs against the requirement to have flexibility and discretion in meeting operational demands. While balance is desirable, the paramount concern is meeting operational necessities of the Department.

206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least one regular supervisor on duty whenever possible.

Minimum Staffing Levels for Patrol requires a minimum of two sworn personnel on duty.

206.2.1 SUPERVISION DEPLOYMENTS

When operationally necessary, an officer may be appointed by the Chief of Police to the position of acting sergeant.

Concealed Pistol License

207.1 PURPOSE AND SCOPE

The Chief of Police is given the statutory responsibility to issue, monitor, and revoke a license to carry a concealed pistol to residents within the community (RCW 9.41.070). This policy will provide a written process for the application, issuance, and revocation of such licenses.

207.2 QUALIFIED APPLICANTS

All applicants for a concealed pistol license shall qualify to receive such a license unless the applicant is ineligible for a license or to possess a pistol under any of the following conditions (RCW 9.41.070):

- (a) The applicant is ineligible or is prohibited to possess a firearm under the provisions of RCW 9.41.040, RCW 9.41.045 or federal law.
- (b) The applicant's concealed pistol license is in a revoked status.
- (c) The applicant is under twenty-one years of age.
- (d) The applicant is subject to a court order or injunction regarding firearms.
- (e) The applicant is free on bond or personal recognizance pending trial, appeal, or sentencing for a felony offense.
- (f) The applicant has an outstanding warrant for their arrest from any court of competent jurisdiction for a felony or misdemeanor.
- (g) The applicant has been ordered to forfeit a firearm under RCW 9.41.098(1)(e) within one year before filing an application to carry a pistol concealed on their person.
- (h) The applicant has been convicted of a felony or is otherwise restricted from possessing a firearm unless the person has been granted relief from disabilities by the United States Attorney General under 18 USC § 925(c), or RCW 9.41.040(3) or (4) applies.

Non-immigrant aliens are not eligible for concealed pistol licenses. However, they may be eligible for an alien firearm license for the purposes of hunting and sport shooting, subject to certain eligibility requirements. Any non-immigrant alien who wishes to obtain an alien firearm license should be directed to apply to the sheriff in the county in which they reside (RCW 9.41.173).

207.3 APPLICATION PROCESS AND RENEWAL

The Chief of Police has 30 days after the filing of an application of any person to issue a license to carry a concealed pistol. If the applicant does not have a valid permanent Washington driver license or identification card or has not been a resident of the state for the previous consecutive 90 days, the Chief of Police has 60 days to issue a license. The Chief of Police must accept completed applications for concealed pistol licenses during regular business hours (RCW 9.41.070).

The Chief of Police is required to check with the National Instant Criminal Background Check System, the Washington State Patrol (WSP) electronic database, the Department of Social and Health Services electronic database, and with other agencies or resources as appropriate, to determine whether the applicant is ineligible under RCW 9.41.040 or RCW 9.41.045, or is

Washougal Police Department

Washougal PD Policy Manual

Concealed Pistol License

prohibited under federal law to possess a firearm and therefore ineligible for a concealed pistol license. This check applies for a new concealed pistol license or to renew a concealed pistol license.

A background check for an original license shall be conducted through the WSP Criminal Identification Section and shall include a national check from the Federal Bureau of Investigation through the submission of fingerprints. The applicant may request and receive a copy of the results of the background check from the Chief of Police (RCW 9.41.070).

The license application shall bear the full name, residential address, telephone number and/or email address at the option of the applicant, date and place of birth, race, gender, physical description, not more than two complete sets of fingerprints, and signature of the licensee, and the licensee's driver license number or state identification card number if used for identification in applying for the license. A signed application for a concealed pistol license shall constitute a waiver of confidentiality and written request that the Department of Social and Health Services, mental health institutions, and other health care facilities release information relevant to the applicant's eligibility for a concealed pistol license to an inquiring court or law enforcement agency.

If the applicant is not a United States citizen, the applicant must provide their country of citizenship, United States-issued alien number or admission number, and the basis for any exemptions from federal prohibitions on firearm possession by aliens. The applicant shall not be required to produce a birth certificate or other evidence of citizenship. A person who is not a citizen of the United States shall meet the additional requirements of RCW 9.41.173 and provide proof of compliance (RCW 9.41.070).

The application for an original license shall include a complete set of fingerprints to be forwarded to the WSP (RCW 9.41.070(4)).

207.3.1 REQUIRED WARNINGS

The license and application shall contain a warning substantially as follows:

"CAUTION: Although state and local laws do not differ, federal law and state law on the possession of firearms differ. If you are prohibited by federal law from possessing a firearm, you may be prosecuted in federal court. A state license is not a defense to a federal prosecution."

The license shall contain a description of the major differences between state and federal law and an explanation of the fact that local laws and ordinances on firearms are preempted by state law and must be consistent with state law (RCW 9.41.070). The application shall contain questions about the applicant's eligibility under RCW 9.41.040 to possess a pistol, the applicant's place of birth, and whether the applicant is a United States citizen.

207.3.2 DOCUMENTATION AND FEES

The Chief of Police shall deliver the original license to the licensee, within seven days send the duplicate to the Director of Licensing, and shall preserve the triplicate or other form prescribed by the Department of Licensing for six years after the license has expired, been voided or

Washougal Police Department

Washougal PD Policy Manual

Concealed Pistol License

revoked, or as otherwise provided in the department's established records retention schedule (RCW 9.41.070(4)).

The nonrefundable fee for the original five-year license must be paid upon application. Additional charges imposed by the Federal Bureau of Investigation are payable by the applicant. No other state or local branch or unit of government may impose any additional charges on the applicant for the issuance of the license.

A nonrefundable fee for the renewal of such license, or the replacement of lost or damaged licenses is required of the licensee. No other branch or unit of government may impose any additional charges on the licensee for the renewal of the license.

Payment shall be by cash, check, or money order at the option of the applicant. Additional methods of payment may be allowed at the option of the Chief of Police.

207.4 LICENSE RENEWAL

A licensee may renew a license if the licensee applies for renewal within 90 days before or after the expiration date of the license. A license so renewed shall take effect on the expiration date of the prior license. A licensee renewing after the expiration date of the license must pay a late renewal penalty in addition to the renewal fee (RCW 9.41.070(9)).

An active-duty member of the armed forces who is unable to renew their license within the prescribed time period because of assignment, reassignment, or deployment for out-of-state military service may renew their license by the department-established mail renewal procedures or within 90 days after returning to Washington state. Verification for this concealed pistol license renewal exception is subject to the requirements of RCW 9.41.070.

207.5 TEMPORARY EMERGENCY LICENSE

The Chief of Police may issue a temporary emergency license for good cause to an applicant who resides within their jurisdiction pending review. However, a temporary emergency license issued under this subsection shall not exempt the holder of the license from any records check requirement. The Chief of Police shall assure temporary emergency licenses are easily distinguishable from regular licenses (RCW 9.41.070).

207.6 SUSPENSION OF LICENSES

The Chief of Police shall suspend any license issued pursuant to this policy immediately upon notice from the Department of Licensing that the person has been detained under RCW 71.05.150 or RCW 71.05.153 on the grounds that the person presents a likelihood of serious harm due to a behavioral health disorder (RCW 9.41.049).

The license shall remain suspended for a period of six months from the date the person was released from the behavioral health disorder detention or upon notice from the Department of Licensing of a restoration order (RCW 71.05.182; RCW 9.41.047(3)(f)).

Washougal Police Department

Washougal PD Policy Manual

Concealed Pistol License

207.7 REVOCATION OF LICENSES

The Chief of Police shall revoke any license issued pursuant to this policy immediately upon (RCW 9.41.075(1)):

- (a) Discovery that the person was ineligible under RCW 9.41.070 for a concealed pistol license when applying for the license or license renewal.
- (b) Conviction of the licensee of an offense, or commitment of the licensee for mental health treatment, that makes a person ineligible under RCW 9.41.040 to possess a firearm.
- (c) Conviction of the licensee for a third violation of RCW Chapter 9.41 within five calendar years.
- (d) An order that the licensee forfeit a firearm under RCW 9.41.098(1)(d).
- (e) Upon notification from the Department of Licensing that the licensee has lost the licensee's right to possess a firearm as identified in RCW 9.41.047.
- (f) Receipt of an order to surrender and prohibit weapons or an extreme risk protection order, other than an ex parte temporary protection order, issued against the licensee.

207.7.1 INELIGIBILITY

Upon discovering a person issued a concealed pistol license was ineligible for the license, the Chief of Police shall contact the Department of Licensing to determine whether the person purchased a pistol while in possession of the license. If the person did purchase a pistol while in possession of the concealed pistol license, and if the person may not lawfully possess a pistol without a concealed pistol license, the Chief of Police shall require the person to present satisfactory evidence of having lawfully transferred ownership of the pistol. The Chief of Police shall require the person to produce the evidence within fifteen days of the revocation of the license (RCW 9.41.075(2)).

207.7.2 FIREARM FORFEITURE

When a licensee is ordered to forfeit a firearm under RCW 9.41.098(1)(d), the Chief of Police shall (RCW 9.41.075(3)):

- (a) On the first forfeiture, revoke the license for one year.
- (b) On the second forfeiture, revoke the license for two years.
- (c) On the third or subsequent forfeiture, revoke the license for five years.

Any person whose license is revoked as a result of a forfeiture of a firearm under RCW 9.41.098(1)(d) may not reapply for a new license until the end of the revocation period.

The Chief of Police shall notify the Department of Licensing in writing of the revocation of a license.

207.8 RECIPROCITY

The Chief of Police will recognize the validity of a concealed pistol license issued from another state if the laws of that state recognize and give effect to a concealed pistol license issued under

Washougal Police Department

Washougal PD Policy Manual

Concealed Pistol License

the laws of the State of Washington (RCW 9.41.073). A nonresident so licensed is authorized to carry a concealed pistol in this state if:

- (a) The licensing state does not issue concealed pistol licenses to persons under twenty-one years of age, and
- (b) The licensing state requires mandatory fingerprint-based background checks of criminal and mental health history for all persons who apply for a concealed pistol license, and
- (c) The Chief of Police will honor such a license only while the license holder is not a resident of this state. A license holder from another state must carry the handgun in compliance with the laws of this state.

207.9 RESIDENCY

The Chief of Police may issue a license to an applicant if the applicant resides within this City. The Chief of Police may issue a license to nonresident of the state in accordance with these procedures and state law.

207.10 CONFIDENTIAL RECORDS

Mental health information received by the Chief of Police pursuant to RCW 9.41.047, RCW 9.41.070, RCW 9.41.090 or RCW 9.41.173 is exempt from disclosure except as provided in RCW 42.56.240 (RCW 9.41.097). Disclosure of information otherwise obtained in the licensing process shall be limited as defined by RCW 42.56.240.

Appeal Process for Denials of Firearm Transfers and Concealed Pistol Licenses

208.1 BACKGROUND

In accordance with applicable state and federal regulations, the Washougal Police Department provides a process for individuals who are denied a firearm transfer or a Concealed Pistol License (CPL) to obtain information regarding the basis for the denial. Individuals who are denied must be informed of their right to request the reason for the denial from the agency that conducted the National Instant Criminal Background Check System (NICS) query, and must also be advised of the appropriate procedures to appeal the decision through that agency.

The following are federal prohibitors (18 U.S.C. § 922) for which an agency can deny an individual a transfer of a firearm or CPL:

- (a) Section 922(g)(1) Felony Conviction
- (b) Section 922(g)(2) Active Criminal Warrant
- (c) Section 922(g)(3) Use of Controlled Substance
- (d) Section 922(g)(4) Mental Health
- (e) Section 922(g)(5) Illegal/Unlawful Alien
- (f) Section 922(g)(6) Dishonorable Discharge
- (g) Section 922(g)(7) Renounced Citizenship
- (h) Section 922(g)(8) Protection Order
- (i) Section 922(g)(9) Misdemeanor Crime of Domestic Violence
- (j) Section 922(g)(n) Indictment/Information

208.2 PROCEDURE

If a person is denied the purchase or return of a firearm, or the issuance or renewal of a CPL or Alien Firearms License (AFL), they may appeal the denial through the Washougal Police Department and request the reason for the denial. The Federal Bureau of Investigation (FBI) does not accept challenges or provide reasons for delays of denials related to state-issued firearms permits. However, individuals may also appeal directly through the FBI. If the denied individual chooses to appeal through the FBI, members may refer them to www.fbi.gov/nics-appeals.

208.2.1 STEP ONE - INFORM

The Washougal Police Department will inform the denied individual of the existence of a state or federal prohibitor. Further information cannot be provided until their identity is verified.

Washougal Police Department

Washougal PD Policy Manual

Appeal Process for Denials of Firearm Transfers and Concealed Pistol Licenses

208.2.2 STEP TWO - VERIFY IDENTITY

If an individual is denied based on a federal or state prohibitor, the Washougal Police Department will verify their identity by submitting fingerprints. If the fingerprint-based prohibitor is within Washington State, fingerprint cards may be submitted to the Washington State Patrol via mail to:

Identification and Background Check Section

Washington State Patrol

PO Box 42633

Olympia WA 98504-2633

The reason the individual was fingerprinted must be indicated as "RECORD REVIEW NICS APPEAL," and there is a fee associated with this request. Electronic fingerprinting is not available for these requests.

There is no process for submitting fingerprints for out-of-state fingerprint based prohibitors. In these cases, appellants should be referred to the out-of-state law enforcement agency holding the denying record.

208.2.3 STEP THREE - RELEASE DENIAL INFORMATION OR REFER

After verification of identity, the reason for the denial will be provided to the appellant indicating the associated federal or state statute. The Washougal Police Department must either respond to the appeal request within five (5) business days or advise the appellant of a reasonable timeline for determination.

The Washougal Police Department can share the following information with the appellant after their identity is verified:

- A. a. FBI/SID number
- B. b. Reason for denial
- C. c. Date of arrest
- D. d. Offense
- E. e. Arresting agency and contact information

If the Washougal Police Department is unable to resolve the appeal, the appellant will be notified. The appellant will be provided the name and address of the agency that originated the information upon which the denial was based. If the Washougal Police Department determines via fingerprint comparison that the appellant is not the subject of the associated record, the appellant may be directed to www.fbi.gov/nics-appeals to pursue the Voluntary Appeal File (VAF) option.

Concealed Firearms by Qualified Former or Retired Officers

209.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Washougal Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

209.2 POLICY

It is the policy of the Washougal Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

209.3 LEOSA

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

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that they are not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

209.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify them as having been employed as a an officer.

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

209.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when they are:

- (a) In possession of photographic identification that identifies them as having been employed as a law enforcement officer, and one of the following:
 - (a) An indication from the person's former law enforcement agency that they have, within the past year, been tested or otherwise found by the law enforcement

Washougal Police Department

Washougal PD Policy Manual

Concealed Firearms by Qualified Former or Retired Officers

agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

- (b) A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by Washington law or by a private person or entity on their property if such prohibition is permitted by Washington law.

209.4 WASHINGTON IDENTIFICATION CARD

The Chief of Police may issue an identification card to a retired officer of this department for the purposes of carrying a concealed weapon within the State of Washington under RCW 9.41.060 who:

- (a) Has retired from this department.
- (b) Did not retire because of a mental or stress-related disability.
- (c) Has not been convicted or found not guilty by reason of insanity of a crime making them ineligible for a concealed pistol license.

If issued, the identification card must document all of the above qualifications (RCW 9.41.060).

Any retired person receiving such an identification card shall abide by all of the other requirements of this policy that are applicable to a LEOSA identification card.

209.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify an on-duty supervisor of their arrest or conviction in any jurisdiction, or that they are the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

209.5.1 RESPONSIBILITIES UNDER LEOSA

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

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both their personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

Washougal Police Department

Washougal PD Policy Manual

Concealed Firearms by Qualified Former or Retired Officers

209.6 FIREARM QUALIFICATIONS

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

If provided, the qualification shall include the firearms course and certificate developed by the Washington Association of Sheriffs and Police Chiefs (RCW 36.28A.090).

209.7 QUALIFICATION COURSE

The qualification course is the Standard Criminal Justice Training Commission (CJTC) Retired Law Enforcement Firearm Qualification, using the Standard BLEA-2 Target. A minimum score of 175 points (or 70 percent) on the qualification course is required to pass. The target scoring standards are written on the qualification sheet.

209.8 NON-QUALIFYING FORMER OR RETIRED OFFICER

If any former or retired officer fails to meet minimum standards for firearms qualification for any reason, including injury, illness, scheduling conflicts, they must request to reschedule another qualification date in writing to the Chief of Police or designee. The former or retired officer's certification will be void and cannot be reissued until minimum firearm qualification standards are met.

Those who fail to meet the minimum standards or qualify on the first shooting attempt will be given two additional attempts to meet the minimum qualification standard. If standards are not met after three attempts, the former or retired officer must coordinate another qualification date with the Washougal Police firearms training staff, contingent upon staff availability.

Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

This policy is intended to provide clarity to officers and promote safety for all by ensuring that all available and appropriate de-escalation techniques are used when possible, force is used appropriately only when necessary, and the amount of force used is proportional to the threat or resistance the officer encounters as well as the seriousness of the law enforcement objective that is being served.

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

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

This policy incorporates the Washington State Office of the Attorney General Model Use of Force Policy.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Chokehold - The intentional application of direct pressure to a person's trachea or windpipe for the purpose of restricting another person's airway (RCW 10.116.020).

Deadly force - The intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury (RCW 9A.16.010).

De-escalation tactics - Actions used by a peace officer that are intended to minimize the likelihood of the need to use force during an incident (RCW 10.120.010). Using force is not a de-escalation tactic.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Flight - An act or instance of running away in an effort to leave and intentionally evade law enforcement.

Immediate threat of serious bodily injury or death - Based on the totality of the circumstances, it is objectively reasonable to believe that a person has the present and apparent ability, opportunity, and intent to immediately cause death or serious bodily injury to the peace officer or another person (RCW 10.120.020).

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

Washougal Police Department

Washougal PD Policy Manual

Use of Force

Necessary - Under the totality of the circumstances, a reasonably effective alternative to the use of force or deadly force does not appear to exist, and the type and amount of force or deadly force used is a reasonable and proportional response to effect the legal purpose intended or to protect against the threat posed to the officer or others (RCW 10.120.010).

Neck restraint - Any vascular compression or similar restraint, hold, or other tactic in which pressure is applied to the neck for the purpose of constricting blood flow (RCW 10.116.020).

Physical force (referred to as "force" in this policy) - Any act reasonably likely to cause physical pain or injury or any other act exerted upon a person's body to compel, control, constrain, or restrain the person's movement. Physical force does not include pat-downs, incidental touching, verbal commands, or compliant handcuffing where there is no physical pain or injury (RCW 10.120.010).

Totality of the circumstances - All facts known to the officer leading up to, and at the time of, the use of force, and includes the actions of the person against whom the officer uses such force, and the actions of the officer (RCW 10.120.010).

300.2 POLICY

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

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

It is the fundamental duty of law enforcement to preserve and protect all human life (RCW 10.120.010). Officers shall respect and uphold the dignity of all persons and use their authority in a bias-free manner.

The proper use of force is essential to ensure impartial policing and build trust in the community. While there are circumstances where individuals will not comply with the law unless compelled or controlled by officers through the use of force, officers must remain mindful that they derive their authority from the community and that unreasonable force degrades the legitimacy of that authority (Washington State Office of the Attorney General Model Use of Force Policy).

Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

Nothing in this policy limits or restricts an officer's authority or responsibility to perform lifesaving measures or community caretaking functions or prevents an officer from responding to requests for assistance or service (RCW 10.120.020).

300.2.1 DUTY TO INTERVENE AND REPORT

Any officer present and observing another law enforcement officer or a member attempting to use or using force that is clearly beyond that which is objectively reasonable under the circumstances

Washougal Police Department

Washougal PD Policy Manual

Use of Force

shall, when in a position to do so, intervene to prevent the use of unreasonable force (RCW 10.93.190).

Any officer who observes another law enforcement officer or a member attempting to use or using force that is potentially beyond that which is objectively reasonable under the circumstances shall report these observations to a supervisor as soon as feasible (RCW 10.93.190).

300.2.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.2.3 ADDITIONAL STATE REQUIREMENTS ON THE DUTY TO INTERVENE AND REPORT

An officer shall not be disciplined for or retaliated against in any way for intervening in good faith or for reporting in good faith the unreasonable use of force by another law enforcement officer (RCW 10.93.190) (see the Anti-Retaliation Policy).

300.2.4 CRITICAL DECISION MAKING

Use of critical decision making can help officers achieve the expectations outlined in this manual. When safe and feasible, when making or considering whether to make contact with a member of the public, officers shall (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) Begin assessment and planning with available facts before arriving at the scene.
- (b) Request available resources, as needed, such as a crisis intervention team or other appropriate specialty unit or professionals.
- (c) Collect information when on scene.
- (d) Assess situations, threats, and risks.
- (e) Identify options for conflict resolution.
- (f) Determine a reasonable course of action.
- (g) Review and re-assess the situation as it evolves.

Nothing in this policy precludes officers from taking quick action when faced with a life-threatening situation, such as an active shooter. When safe and feasible, officers shall not unnecessarily jeopardize their own safety or the safety of others through tactical decisions that unreasonably place themselves or others at risk including but not limited to (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) Immediately approaching a person without proper evaluation of the situation.
- (b) Leaving insufficient space between an officer and the person.
- (c) Not providing time for a person to comply with commands.
- (d) Unnecessarily escalating a situation.

Washougal Police Department

Washougal PD Policy Manual

Use of Force

300.3 USE OF FORCE

Officers shall use only the least amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose. Officers shall use reasonable care when determining whether to use and when using any physical force or deadly force against another person (RCW 10.120.020).

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

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

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

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

300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION

When possible, officers shall use all reasonably available and appropriate de-escalation tactics prior to using force (RCW 10.120.020).

Depending on the circumstances, officers have a number of de-escalation tactics to choose from which include but are not limited to (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) Employing tactical positioning and repositioning to maintain the benefit of distance and cover, such as backing away from the person to re-assess and determine which tactics to use.
- (b) Placing barriers or using existing structures to provide a shield or other protection between officers and a person.
- (c) Attempting to slow down or stabilize the situation to allow for the consideration and arrival of additional resources that may increase the likelihood of a safe resolution.
- (d) Requesting and using available support and resources, such as a crisis intervention team, a designated crisis responder, other behavioral health providers, or back-up officers, including more experienced officers or supervisors.

Washougal Police Department

Washougal PD Policy Manual

Use of Force

- (e) Using clear instructions and verbal persuasion.
- (f) Employing verbal and non-verbal communication techniques to calm a person (e.g., speaking slowly, regulating tone and body language, uncrossing one's arms, minimizing hand gestures, reducing bright, flashing lights and sirens).
- (g) Attempting to communicate in non-verbal ways when verbal instructions would be inadequate (e.g., when the person and officer speak different languages, the person is unable to hear or understand instructions).
- (h) Communicating in a way that demonstrates respect for people's dignity (e.g., clearly explaining the officer's actions and expectations, listening to the person's questions and concerns and responding respectfully, being neutral and fair when making decisions).
- (i) When there are multiple officers, designating one officer to communicate in order to avoid competing or confusing commands.
- (j) Exhibiting patience while using all available and appropriate tactics and resources to provide as much time as needed to resolve the incident without using force.

300.3.2 PERMISSIBLE USES OF FORCE

An officer may use force upon another person to the extent necessary under these circumstances to (RCW 10.120.020):

- (a) Protect against a criminal offense when there is probable cause that the person has committed, is committing, or is about to commit the offense.
- (b) Effect an arrest.
- (c) Prevent an escape as defined under chapter 9A.76 RCW.
- (d) Take a person into custody, transport a person for evaluation or treatment, or provide other assistance under RCW 10.77; RCW 71.05; or RCW 71.34.
- (e) Take a minor into protective custody when authorized or directed by statute.
- (f) Execute or enforce a court order authorizing or directing an officer to take a person into custody.
- (g) Execute a search warrant.
- (h) Execute or enforce an oral directive issued by a judicial officer in the courtroom or a written order where the court expressly authorizes an officer to use force to execute or enforce the directive or order.
- (i) Prevent a person from fleeing or stop a person who is actively fleeing a lawful temporary investigative detention, provided that the person has been given notice that the person is being detained and is not free to leave.
- (j) Take a person into custody when authorized or directed by statute.
- (k) Protect against an imminent threat of bodily injury to the officer, another person, or the person against whom force is being used.

Washougal Police Department

Washougal PD Policy Manual

Use of Force

- (l) Execute any other community caretaking function, including but not limited to performing welfare checks, assisting other first responders and medical professionals, behavioral health professionals, social service providers, designated crisis responders, shelter or housing providers, or any member of the public.

Officers shall terminate the use of force as soon as the necessity for such force ends (RCW 10.120.020).

300.3.3 IDENTIFICATION, WARNING, AND OPPORTUNITY TO COMPLY PRIOR TO THE USE OF FORCE

When safe and feasible, prior to the use of force, officers shall (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) Identify themselves as law enforcement officers.
 - 1. Identification is unnecessary when the officer has objectively reasonable grounds to believe the person is aware of this fact.
- (b) Attempt to determine whether the person has a special need, mental condition, physical limitation, developmental disability, language barrier, or other factor that may impact the person's ability to understand and comply with officer commands.
- (c) Provide clear instructions and warnings.
- (d) Warn a person that force will be used unless the person's resistance ceases.
- (e) Give the person a reasonable opportunity to comply with the warning that force may be used.

300.3.4 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to (RCW 10.120.020):

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual displays signs of mental, behavioral, intellectual, developmental, or physical impairments or disabilities, including individuals who reasonably appear suicidal.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and the individual's ability to resist despite being restrained.

Washougal Police Department

Washougal PD Policy Manual

Use of Force

- (i) The availability of other reasonable and feasible options and their possible effectiveness.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) The individual is visibly pregnant or claims to be pregnant.
- (s) The individual is a minor, appears to be a minor, or claims to be a minor.
- (t) The individual is known to be a vulnerable adult or appears to be a vulnerable adult as defined by RCW 74.34.020.
- (u) The individual has limited English proficiency.
- (v) The individual is in the presence of a child.
- (w) Any other exigent circumstances.

300.3.5 PAIN COMPLIANCE TECHNIQUES

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

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

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

300.3.6 RESTRICTIONS ON RESPIRATORY RESTRAINTS

Officers of this department are not authorized to use respiratory restraints, also known as chokeholds or neck restraints (RCW 10.116.020).

Washougal Police Department

Washougal PD Policy Manual

Use of Force

300.3.7 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers shall not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted.

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is only justified when the officer reasonably believes it is necessary in the following circumstances (RCW 10.120.020):

- (a) An officer may use deadly force to protect the officer or others from what the officer reasonably believes is an immediate threat of serious physical injury or death.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an immediate threat of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

However, an officer shall not use deadly force against a person whose actions are a threat solely to themselves or property unless the person poses an immediate danger of death or serious physical injury to the officer or others in close proximity.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

An officer may not fire a weapon upon a moving vehicle unless necessary to protect against an imminent threat of serious bodily injury resulting from the operator's or a passenger's use of a deadly weapon. A vehicle is not considered a deadly weapon unless the operator is using the vehicle as a deadly weapon and no other reasonable means to avoid potential serious harm are immediately available to the officer. (RCW 10.116.060).

When feasible, officers shall attempt to move out of the path of a moving vehicle rather than discharge their weapon at the operator.

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

An officer shall not discharge a firearm from a moving vehicle, unless a person is immediately threatening the officer or another person with deadly force.

Washougal Police Department

Washougal PD Policy Manual

Use of Force

300.4.2 DRAWING AND POINTING A FIREARM

- (a) An officer should only draw a firearm in the low-ready position (i.e., unholstered but out of the officer's visual field) when the officer makes reasonable observations based on the totality of the circumstances that the situation may evolve to the point where deadly force would be justified.
- (b) An officer should only point a firearm at a person when deadly force is justified.
- (c) When it is determined that the use of deadly force is not necessary, the officer should, as soon as safe and feasible, lower, holster, or secure the firearm.
- (d) Pointing a firearm at a person is a reportable use of force and its justification and circumstances shall be documented in accordance with procedures set by the statewide use of force data collection program (RCW 10.118.030).

300.4.3 RESTRICTED USE

Officers shall not use a firearm in the following circumstances (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) As an impact weapon except when deadly force is justified.
- (b) When it appears likely that an innocent person may be injured by the officer discharging the firearm in the direction of an innocent person.
- (c) When discharging or pointing a firearm at a person who presents a danger only to themselves and does not have the apparent ability, opportunity, and intent to immediately cause death or serious bodily injury to the officer or another person.
- (d) When discharging or pointing a firearm at a person who presents a danger only to property and does not have the apparent opportunity or intent to immediately cause death or serious bodily injury to the officer or another person.

300.4.4 DISCHARGE OF FIREARMS

Officers are only permitted to discharge a firearm at a person in situations where deadly force is justified. Each discharge of the firearm must be justified. When feasible, officers shall give a verbal warning that a firearm will be discharged. Prior to the decision to use a firearm, officers should consider field of fire, backdrop, bystanders, potential for ricochet, and other risks of life (Washington State Office of the Attorney General Model Use of Force Policy).

300.5 REPORTING THE USE OF FORCE

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

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

Washougal Police Department

Washougal PD Policy Manual

Use of Force

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the conducted energy device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.5.2 NOTIFICATION TO INDIAN AFFAIRS

When the use of force by an officer results in the death of a person who is an enrolled member of a federally recognized Indian tribe, notification shall be made to the Governor's Office of Indian Affairs within a reasonable period of time, but not more than 24 hours after the department has good reason to believe the person was an enrolled member. Notice shall include sufficient information for the Governor's Office of Indian Affairs to attempt to identify the deceased person and tribal affiliation (RCW 10.114.021).

300.5.3 NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION (CJTC)

Notification shall be made to CJTC within 15 days of learning of the occurrence of any death or serious injury caused by the use of force by an officer (RCW 43.101.135).

300.5.4 REPORTING TO WASHINGTON STATEWIDE USE OF FORCE DATA PROGRAM

The Department shall submit reports regarding use of force incidents as provided by RCW 10.118.030 to the Washington statewide use of force data program in the format and time frame established by the program (RCW 10.118.030).

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, has a suspected injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe (RCW 10.93.190).

Washougal Police Department

Washougal PD Policy Manual

Use of Force

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

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

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

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived the individual's *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

Washougal Police Department

Washougal PD Policy Manual

Use of Force

1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

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

When an incident results in death, serious bodily harm, or great bodily harm, the supervisor shall immediately contact the Office of Independent Investigations pursuant to the procedures established by the Office of Independent Investigation (RCW 43.102.120).

300.7.1 REVIEW OF RESPONSE TO RESISTANCE (RTR) REPORTS

The supervisor who reviews and approves a case report involving a use of force by any department member shall also review all related RTR reports to ensure compliance with this policy and to address any training issues. However, a supervisor who personally used force, or who witnessed, directed, or ordered the use of force, shall not perform the functions or responsibilities of the investigating or reviewing supervisor.

The investigating or reviewing supervisor shall make an initial written recommendation as to whether the use of force complied with agency policy. Supervisors in the chain of command shall also identify and document any concerns or recommendations related to policy, training, tactics, supervision, planning, coordination, choice of force options, equipment, post-incident conduct, and performance.

Each Captain shall review every RTR generated by personnel within their command to ensure compliance with this policy and to address any issues identified (Washington State Office of the Attorney General Model Use of Force Policy).

300.8 TRAINING

All officers and supervisors shall receive training consistent with this policy and related use of force policies at least annually. Training should (Washington State Office of the Attorney General Model Use of Force Policy):

- Be a combination of classroom and scenario-based learning.
- Include community partners, when relevant and feasible.

Washougal Police Department

Washougal PD Policy Manual

Use of Force

- Incorporate cultural competency to understand disproportionately impacted communities, and how racialized experiences of policing and the criminal justice system may impact interactions with police.

This policy should be incorporated into defensive tactics curricula.

300.8.1 TRAINING REQUIREMENTS

Required annual training shall include:

- (a) Legal updates.
- (b) De-escalation tactics, including reasonably effective alternatives to force including applicable legal requirements (RCW 10.120.010).
- (c) The duty to intervene.
- (d) The duty to request and/or render medical aid.
- (e) Warning shots (see the Firearms Policy).
- (f) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.
- (g) Exercising reasonable care in determining when to use force.
- (h) Evaluation of whether certain applications of force are reasonable and proportional to the threat or resistance.
- (i) The Washington State Office of the Attorney General Model Use of Force Policy.
- (j) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

300.9 USE OF FORCE ANALYSIS

The Administrative Captain shall prepare an annual management review and analysis report on use of force incidents. The report shall be submitted to and reviewed and approved by the Chief of Police. The report should not contain the names of officers, suspects, or case numbers and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

Use of Force Review Boards

301.1 PURPOSE AND SCOPE

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

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

301.2 POLICY

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

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

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

301.4 REVIEW BOARD

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

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm--whether the employee was on- or off-duty--excluding destruction of an animal, training, or recreational use.

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

The Administrative Captain will convene the Use of Force Review Board as necessary. The involved employee's supervisor will ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Administrative Captain will serve as the chairperson of the Use of Force Review Board. They are responsible for selecting at least four additional members from the following, as appropriate:

- At least one Washougal Police Department (WPD) sergeant
- At least one WPD officer
- At least one officer or deputy from another law enforcement agency in southwest Washington
- Department instructor(s) for the type of weapon(s), device(s) or technique(s) used

Washougal Police Department

Washougal PD Policy Manual

Use of Force Review Boards

301.4.2 RESPONSIBILITIES OF THE BOARD

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

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

The board does not have the authority to recommend discipline.

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

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

Any questioning of the involved employee conducted by the board will be in accordance with the department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

- (a) The employee's actions were within department policy and procedure.
- (b) The employee's actions were in violation of department policy and procedure.

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

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

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

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

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

Because restraint devices are designed to compel, control, constrain, or restrain a person's movement, use of these devices is physical force and all considerations governing uses of physical force detailed in this policy and the Use of Force Policy apply to their use (Washington State Office of the Attorney General Model Use of Force Policy). However, physical force does not include compliant handcuffing where there is no complaint of physical pain or injury (RCW 10.120.101).

302.1.1 DEFINITIONS

Definitions related to this policy include (Washington State Office of the Attorney General Model Use of Force Policy):

Compression asphyxia - An inadequate oxygen level in the blood and/or an excessive increase of carbon dioxide in the blood causing unconsciousness or death brought on by mechanically limiting expansion of the lungs through compressing of the chest and/or abdomen, interfering with breathing.

Positional asphyxia - An inadequate oxygen level in the blood and/or an excessive increase of carbon dioxide in the blood causing unconsciousness or death brought on by a person being placed in a body position which compresses the person's airway and does not allow the person to breathe freely.

302.2 POLICY

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

302.3 USE OF RESTRAINTS

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

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

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.

Washougal Police Department

Washougal PD Policy Manual

Handcuffing and Restraints

- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

Restrained persons shall be monitored while in law enforcement custody (Washington State Office of the Attorney General Model Use of Force Policy).

302.3.1 RESTRAINT OF DETAINEES

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

302.3.2 RESTRAINT OF PREGNANT PERSONS

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

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances, and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the detainee, officers, or others. See the Transporting Persons in Custody Policy for guidelines relating to transporting pregnant persons.

302.3.3 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless suspected of committing a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure themselves, injure the officer, or damage property.

Members who are school resource officers should only use restraints on a student participating in school-sponsored instruction or activity when there is an imminent likelihood of serious harm and pursuant to the school policy for students and staff (RCW 28A.600.485).

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

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

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

Washougal Police Department

Washougal PD Policy Manual

Handcuffing and Restraints

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

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

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

302.5 APPLICATION OF SPIT GUARDS

A spit guard (sometimes referred to as spit hood, spit mask, or spit sock) is a woven mesh device which can be placed over a person's head and face with the intent of preventing or reducing the transmission of infectious disease through saliva, mucous, and blood. Officers shall only use department-issued spit guards (Washington State Office of the Attorney General Model Use of Force Policy).

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

Prior to application of a spit guard, an officer shall warn the individual and provide a reasonable time for the person to comply with the officer's commands. If applied, the officer shall remove the spit guard as soon as the threat of spitting or biting has ended, or the officer observes that the spit guard is no longer necessary.

Officers utilizing spit guards should ensure that the spit guard is fastened properly according to the manufacturer's instructions to allow for adequate ventilation and that the restrained person can breathe normally. After application of a spit guard and when safe to do so, officers shall move the individual into a seated or side recovery position. Officers shall provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. For individuals in mental health crisis, application of a spit guard may provoke an elevated level of distress. Officers should provide verbal reassurance and dynamically assess the situation to remove the spit guard as soon as appropriate. Officers should avoid commingling those wearing spit guards with others and detainees.

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

Washougal Police Department

Washougal PD Policy Manual

Handcuffing and Restraints

Those who have been placed in a spit guard shall be continually monitored and shall not be left unattended until the spit guard is removed. In the event of a medical emergency, spit guards should be removed immediately. Spit guards shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

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

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

302.7 APPLICATION OF LEG RESTRAINT DEVICES

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

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

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.
- (b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting their head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints, the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on the person's stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person shall be continually monitored by an officer while in the leg restraint (Washington State Office of the Attorney General Model Use of Force Policy). The officer should ensure that the person does not roll onto and remain on the person's stomach.

Washougal Police Department

Washougal PD Policy Manual

Handcuffing and Restraints

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

Officers shall not connect or assist with connecting a leg restraint to handcuffs or other types of restraints (i.e., hog-tie an individual) (Washington State Office of the Attorney General Model Use of Force Policy; RCW 10.116.022).

302.8 POSITIONAL ASPHYXIATION AND COMPRESSION ASPHYXIATION

Consistent with training, officers shall take the following actions to reduce the risk of positional asphyxiation and compression asphyxiation (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) As soon as safe and feasible after handcuffing or otherwise restraining a person taken to the ground, roll the person to the side and move the person to an upright position that does not impede the mechanism of normal breathing, except if the person is unconscious. This requirement is especially important when the person is handcuffed in the prone position.
 - 1. An exception is if the person is conscious and expresses a desire to be placed in a different position, the officers shall place the person in that position unless doing so poses a substantial risk of safety to the individual, officers, or others.
- (b) Do not put prolonged pressure on the chest, neck, or back, including by sitting, kneeling, or standing.
- (c) Continuously monitor the person's condition while being restrained, as death can occur suddenly and develop beyond the point of viable resuscitation within seconds. Monitoring includes but is not limited to assessing the adequacy of the individual's breathing, color, and any impairment as verbalized by the individual.
- (d) Whenever possible during team restraint when manpower limitations allow, the ranking officer shall designate a safety officer. The safety officer shall monitor the health and welfare of the person until:
 - 1. Responsibility is transferred to a health care professional (e.g., emergency medical technician (EMT), paramedic); or
 - 2. The person is placed in a seated position in a transport vehicle and verbalizes to the safety officer that the person feels okay, and the person appears to the safety officer to be well and speaking normally.
- (e) If the safety officer becomes aware of an issue with the person's breathing, color, or any impairment, the safety officer shall inform the ranking officer.
- (f) Do not transport a restrained person in the prone position.

302.9 REQUIRED DOCUMENTATION

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

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Washougal Police Department

Washougal PD Policy Manual

Handcuffing and Restraints

Officers shall document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) The factors that led to the decision to use restraints.
- (b) Supervisor notification and approval of restraint use.
- (c) The types of restraint used.
- (d) The amount of time the person was restrained.
- (e) How the person was transported and the position of the person during transport.
- (f) Observations of the person's behavior and any signs of physiological problems.
- (g) Any known or suspected drug use or other medical problems.

302.9.1 SCHOOL RESOURCE OFFICERS

Members working as school resource officers shall prepare a report pursuant to RCW 28A.600.485 and provide a copy to the school administrator whenever a student is restrained in a room or other enclosure or restrained by handcuffs or other restraint devices during school-sponsored instructions or activities.

302.10 TRAINING

The Operations Captain should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.
- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg restraints, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.
- (e) Proper placement of safely secured persons into an upright or seated position to avoid placement on the stomach for an extended period, as this could reduce the person's ability to breathe.

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

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

303.1.1 DEFINITIONS

Definitions related to this policy include (Washington State Office of the Attorney General Model Use of Force Policy):

Oleoresin capsicum (OC) - An inflammatory agent that causes an intense burning sensation of the eyes, nose, mouth, and skin, which may result in closing, tearing, and swelling of the eyes, as well as choking, gagging, and gasping for breath.

Tear gas - Chloroacetophenone (CN), O-chlorobenzylidene malononitrile (CS), and any similar chemical irritant dispersed in the air for the purpose of producing temporary physical discomfort or permanent injury. "Tear gas" does not include oleoresin capsicum (RCW 10.116.030).

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Washougal Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING, AND USING CONTROL DEVICES

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

Only officers who have successfully completed department-approved training and have demonstrated satisfactory skill and proficiency in the use of any control device are authorized to carry and use the device.

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

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 SUPERVISOR RESPONSIBILITIES

The Operations Captain will ensure those issued a control device will have successfully completed the required training.

Washougal Police Department

Washougal PD Policy Manual

Control Devices and Techniques

303.4.2 FIREARMS INSTRUCTOR RESPONSIBILITIES

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

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

303.4.3 USER RESPONSIBILITIES

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

Officers shall document in a memo any damaged, inoperative, or outdated control devices or munitions in their control or possession. The memo shall explain the cause of the damage, if applicable. The memo shall be forwarded up the chain of command and a copy to the Firearms Instructor for disposition.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. Officers shall not intentionally strike vital areas, including the head, neck, face, throat, spine, groin, or kidney unless deadly force is justified. Officers shall reassess the effectiveness of baton strikes as soon as safe and feasible, and if not effective, move to another appropriate target or to another tactical or physical force option. Officers shall not use a baton to intimidate a person when a baton warning is not justified by the threat presented (see the Use of Force Policy) (Washington State Office of the Attorney General Model Use of Force Policy).

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Any exceptions require a supervisor's approval via memo through channels. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.6 TEAR GAS GUIDELINES

The Department does not currently use tear gas. These guidelines are provided to inform officers on legal requirements for the use of tear gas as outside agencies may deploy it. Officers or other members are not authorized to use tear gas unless necessary to alleviate a present risk of serious harm posed by a (RCW 10.116.030):

- (a) Riot.
- (b) Barricaded subject.
- (c) Hostage situation.

Only the Incident Commander or Special Weapons and Tactics Team Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary, and other alternatives to the use of tear gas have been exhausted (RCW 10.116.030).

Washougal Police Department

Washougal PD Policy Manual

Control Devices and Techniques

If tear gas is to be used outside a correctional, jail, or detention facility, authorization shall be obtained from the highest elected official of the jurisdiction in which the tear gas is to be used (RCW 10.116.030).

Prior to any use, an announcement shall be made of the intent to use tear gas. Sufficient time and space shall be allowed for compliance with the announcement (RCW 10.116.030).

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

303.7 OLEORESIN CAPSICUM GUIDELINES

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

After the initial application of OC spray, each subsequent application must also be justified.

OC spray is not appropriate in an enclosed, highly populated space where there is a likelihood of impacting uninvolved persons, except where OC spray is the only available and appropriate force option. Officers deploying OC will attempt to avoid or minimize incidental exposure to non-involved persons (Washington State Office of the Attorney General Model Use of Force Policy).

303.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.7.2 TREATMENT FOR OC SPRAY EXPOSURE

At the earliest safe opportunity at a scene controlled by law enforcement, an officer shall take action to address the effects of the OC by flushing the person's eyes out with clean water and ventilating with fresh air, if possible (Washington State Office of the Attorney General Model Use of Force Policy). Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

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

Washougal Police Department

Washougal PD Policy Manual

Control Devices and Techniques

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles are designed to stun, temporarily incapacitate, or cause temporary discomfort without penetrating the person's body (Washington State Office of the Attorney General Model Use of Force Policy). When used properly, kinetic energy projectiles are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved specialty impact munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease their actions when such munitions present a reasonable option.

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

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

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm themselves or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

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

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

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

Washougal Police Department

Washougal PD Policy Manual

Control Devices and Techniques

An officer should target the buttocks, thigh, calf, and large muscle groups (Washington State Office of the Attorney General Model Use of Force Policy). Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. Officers should not use kinetic energy projectiles in the following circumstances unless the use of deadly force is justified (see the Use of Force Policy) (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) When intentionally aiming kinetic energy projectiles at the head, neck, chest, or groin.
- (b) At ranges that are inconsistent with the projectile manufacturer's guidelines.
- (c) Directed at a person who is situated on an elevated surface (e.g., a ledge, scaffold, near a precipice) unless reasonable efforts have been made to prevent or minimize a fall-related injury (e.g., deploying a safety net).

An officer deploying kinetic energy projectiles shall assess the effectiveness of the projectiles after each shot. If subsequent projectiles are needed, the officer should consider aiming at a different targeted area.

303.9.3 SAFETY PROCEDURES

Loading and unloading the launcher is the sole responsibility of the certified operator.

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

When it is not deployed, the launcher will be unloaded and properly and securely stored in the vehicle. When deploying the launcher, the officer shall visually inspect the munitions to ensure all rounds are those approved for use.

303.10 TRAINING FOR CONTROL DEVICES

The Operations Captain shall ensure that all personnel who are authorized to carry a control device have been properly trained, have demonstrated satisfactory skill and proficiency, are certified to carry the specific control device, and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

Washougal Police Department

Washougal PD Policy Manual

Control Devices and Techniques

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

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

Conducted Energy Device

304.1 PURPOSE AND SCOPE

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

304.1.1 DEFINITIONS

Definitions related to this policy include (Washington State Office of the Attorney General Model Use of Force Policy):

Conducted energy device (CED) - A portable device that fires darts/electrodes that transmit an electrical charge or current intended to temporarily immobilize a person.

304.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department-approved training and have demonstrated satisfactory skill and proficiency may be issued and may carry the CED.

An officer that is issued a CED is expected to carry it as an option to be considered when deadly force is not justified (Washington State Office of the Attorney General Model Use of Force Policy).

The CED Instructor should keep a log of issued CEDs and the serial numbers of cartridges/magazines issued to members.

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

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

An officer shall carry a CED in a holster on the support side of the body, and in all but extreme circumstances, shall draw, exhibit, and use the device with the support (i.e., non-handgun firing) hand (Washington State Office of the Attorney General Model Use of Force Policy).

- (a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.
- (b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.
- (c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

Washougal Police Department

Washougal PD Policy Manual

Conducted Energy Device

304.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Firearms Instructor for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

304.4 VERBAL AND VISUAL WARNINGS

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

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CED may be deployed.

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

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

304.5 USE OF THE CED

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

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

304.5.1 APPLICATION OF THE CED

The CED may be used when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a person who:

- (a) Is violent or is physically resisting.
- (b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themselves, or others.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

Washougal Police Department

Washougal PD Policy Manual

Conducted Energy Device

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

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes (Washington State Office of the Attorney General Model Use of Force Policy):

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) In any environment where an officer knows or has reason to believe that a potentially flammable, volatile, or explosive material is present that might be ignited by an open spark, including but not limited to OC spray with a volatile propellant, gasoline, natural gas, or propane.
- (f) Individuals who are situated on an elevated surface (e.g., a ledge, scaffold, near a precipice) unless reasonable efforts have been made to prevent or minimize a fall-related injury (e.g., deploying a safety net).
- (g) Individuals known to be located in water.
- (h) Operators in physical control of vehicles in motion, including automobiles, trucks, motorcycles, all-terrain vehicles, bicycles, and scooters unless deadly force is justified.

The primary use of a CED is not as a pain compliance tool. Drive-stun mode should only be used when necessary to complete the incapacitation circuit where only one probe has attached to the person, where both probes attached in close proximity, or when no other alternatives to deadly force are available and appropriate (Washington State Office of the Attorney General Model Use of Force Policy).

304.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, chest, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE CED

Officers shall apply the CED for only one standard cycle of five seconds or less and then evaluate the situation before applying any subsequent cycles (Washington State Office of the Attorney General Model Use of Force Policy). Once an officer has successfully deployed two probes

Washougal Police Department

Washougal PD Policy Manual

Conducted Energy Device

on the subject, the officer shall continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors officers may consider include but are not limited to:

- (a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.
- (b) Whether the probes are making proper contact.
- (c) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (d) Whether verbal commands or other options or tactics may be more effective.

Multiple applications of the CED increase the risk of serious bodily injury or death. Officers should not intentionally deploy multiple CEDs at the same person, unless the first deployed CED clearly fails. An officer shall consider other options if the officer has used a CED three times against a person and the person continues to be a threat, as the CED may not be effective against that person (Washington State Office of the Attorney General Model Use of Force Policy).

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the officer must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should be submitted into evidence (including confetti tags, when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.6 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

304.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department CEDs while off-duty.

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

304.6 DOCUMENTATION

Officers shall clearly articulate and document the justification for each individual application of the CED in the related arrest/crime reports and the CED report forms (Washington State Office of the Attorney General Model Use of Force Policy). Photographs should be taken of any obvious probe impact or drive-stun application sites and attached to the CED report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges,

Washougal Police Department

Washougal PD Policy Manual

Conducted Energy Device

pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using a department-approved process to preserve the data.

304.6.1 REPORTS

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

- (a) Identification of all personnel firing CEDs
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication, or other medical problems

304.7 MEDICAL TREATMENT

At the earliest safe opportunity at a scene controlled by law enforcement, officers trained in probe removal and handling shall remove CED probes, unless probes are in a sensitive area, such as the head, breast, or groin. Probes in sensitive areas shall be removed by an emergency medical technician (EMT), paramedic, or other health care professional (Washington State Office of the Attorney General Model Use of Force Policy). Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

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

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

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

Washougal Police Department

Washougal PD Policy Manual

Conducted Energy Device

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

304.8 SUPERVISOR RESPONSIBILITIES

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

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or Firearms Instructor and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

304.9 TRAINING

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

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Operations Captain. All training and proficiency for CEDs will be documented in the officer's training files.

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

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

The Operations Captain is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

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

The Operations Captain should include the following training:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, chest, and groin.

Washougal Police Department

Washougal PD Policy Manual

Conducted Energy Device

- (e) Scenario-based training, including virtual reality training when available.
- (f) Handcuffing a subject during the application of the CED and transitioning to other force options.
- (g) De-escalation techniques.
- (h) Restraint techniques that do not impair respiration following the application of the CED.
- (i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.
- (j) Proper tactics and techniques related to multiple applications of CEDs.

Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for the investigation of any incident in which a person is injured or dies as the result of an officer-involved shooting, or as the result of another action taken by an officer.

In other incidents not specifically covered by this policy, the Chief of Police may determine that the investigation will proceed under the process outlined in this policy.

305.1.1 DEFINITIONS

Administrative Investigation - An internal investigation conducted by the involved agency into its own member's use of deadly force, for the purpose of determining whether the member's actions complied with agency policy and procedures.

Criminal Investigation - The independent investigation into an officer's use of deadly force, conducted by the Office of Independent Investigations (OII) pursuant to RCW 43.102. If OII declines jurisdiction, the investigation will be conducted by the Southwest Washington Independent Investigation Response Team (SWIIRT) or another qualified Independent Investigation Team (IIT), for the purpose of providing the prosecuting attorney with all relevant facts necessary to make an informed charging decision.

Deadly force - The intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury (RCW 9A.16.010).

Evanescent evidence - Physical evidence that may be lost, altered, or contaminated if not promptly identified and preserved (e.g., environmental degradation, movement of witnesses, or other transient conditions).

Independent Investigation Team (IIT) - A team composed of qualified and certified peace officer investigators, civilian crime scene specialists, and at least two non-law enforcement community representatives who have full access to the investigation. The IIT must operate completely independent of any involved agency. IITs are established by written agreement among multiple law enforcement agencies in a geographic region.

Involved agency - The law enforcement agency that employs or supervises the officer(s) who used deadly force. There may be more than one involved agency.

Involved officer - Any member of the Washougal Police Department whose use of deadly force, or whose actions, are a proximate cause of death, great bodily harm, or substantial bodily harm to another individual (RCW 10.114.011; WAC 139-12-010).

OII - The Washington State Office of Independent Investigations established under Chapter 43.102 RCW.

SWIIR Team (SWIIRT) - Southwest Independent Investigation Response Team.

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

305.2 POLICY

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

Under RCW 43.102, the Office of Independent Investigations (OII) has primary authority to investigate officer-involved deadly force incidents. If the OII declines jurisdiction, the investigation will be conducted by the Southwest Independent Investigative Response Team (SWIIRT) or another qualified Independent Investigation Team (IIT) that meets the criteria of RCW 10.114.011 and WAC 139-12.

All members of the Washougal Police Department are expected to be familiar with the OII and SWIIRT protocols, which govern how independent criminal investigations are conducted in fatal and critical incidents involving law enforcement officers. The purpose of these protocols is to ensure an independent, transparent, and credible investigation process.

This policy is consistent with WAC 139-12, which requires the use of outside personnel to conduct independent investigations into officer-involved deadly force incidents.

Reference Documents (Attachments):

[2024 IIT Agreement](#)

[2021 SWIIRT Protocol](#)

[2024 OII Involved Agency Protocol](#)

[2024 OII IIT Coordination Protocol](#)

[Public Safety Statement](#)

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate but related investigations. These may include:

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

305.4 CONTROL OF INVESTIGATIONS

Investigations involving a use of deadly force will be investigated by the OII. If OII declines jurisdiction, the investigation will be conducted by the SWIIRT or another qualified IIT. Members of the involved agency shall not participate in the criminal investigation, except as necessary to protect the scene, provide public safety information, or carry out required notifications under OII or IIT protocols.

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The OII has primary authority to investigate officer-involved deadly force incidents under RCW 43.102. If the OII declines jurisdiction, the SWIIRT or another qualified IIT will assume responsibility for the investigation.

Associated crimes committed by a suspect during the incident may also fall under the scope of the independent investigation. If the OII--or if delegated, an IIT Commander--determines that associated crimes will not be investigated by the OII or IIT, investigative authority will remain with the agency that has jurisdiction over the location of the crime.

Jurisdiction for related criminal conduct is determined by the location of the shooting or death and by the agency employing the involved officer.

305.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The criminal investigation of an officer-involved deadly force incident will be conducted in accordance with the Revised Code of Washington (RCW), respective Washington Administrative Codes (WACs), department policy, applicable collective bargaining agreements, and constitutional protections. When an officer from this department is involved, the investigation will be handled pursuant to subsection 305.4 above. If another agency requests that the Washougal Police Department investigate an officer-involved deadly force incident involving that agency's officer, the request shall be referred to the Chief of Police or designee for approval, and must comply with OII and IIT protocols.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

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

305.5 INVESTIGATION PROCESS

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

305.5.1 UNINVOLVED OFFICERS' RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved WPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and maintain integrity of the scene.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Set, maintain, and protect a secure and identifiable perimeter.
- (d) Locate and preserve evanescent evidence.
- (e) Photograph, video record, or take reasonable steps to document the scene(s) and the location of physical evidence.
- (f) Locate and identify witnesses and the locations from which they observed the incident.

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

- (g) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved WPD supervisor should ensure completion of the duties as outlined above, plus:

- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
 - 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any WPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties, and pursue suspects.
 - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses, and any other pertinent information.
 - 2. The initial on-scene supervisor should not order any involved officer to provide information other than public safety information.
- (c) Provide all available information to the Clark Regional Emergency Services Agency (CRESA). If feasible, sensitive information should be communicated over secure networks.
- (d) Take command of and secure the incident scene with additional WPD members until properly relieved by another supervisor or other assigned personnel or investigator.
 - 1. If the incident involved the use of deadly force that resulted in death, substantial bodily harm, or great bodily harm, contact the OII and/or the appropriate IIT (WAC 139-12-030).
- (e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.
 - 1. Each involved WPD officer should be given an administrative order not to discuss the incident with other involved officers or WPD members pending further direction from a supervisor.
 - 2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that the officer is provided with a comparable replacement weapon or transported by other officers.

305.5.3 SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the on-scene supervisor shall be responsible for coordinating all aspects of the incident until they are relieved by the Chief of Police or a Captain.

All outside inquiries about the incident shall be directed to the on-scene supervisor.

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- CRESA
- OII
- SWIIRT Commander
- Chief of Police
- Both Captains (Operations and Administrative)
- Peer Support
- WPOA representative

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.
 1. Involved WPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
 2. Requests from involved non-WPD officers should be referred to their employing agency.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved WPD officer. A licensed psychotherapist may also be provided to any other affected WPD members, upon request.
 1. Interviews with a licensed psychotherapist will be considered privileged.
 2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
 3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- (e) The Department will consider communications between qualified peer counselors and involved officers to be privileged (RCW 5.60.060).

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it. Firearms and any other evidentiary equipment will be collected by the OII/IIT investigator. Equipment taken from an officer will be replaced by the Department.

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

Each involved WPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Patrol Sergeant to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

The County Prosecutor's Office is responsible for reviewing the completed investigation and making charging decisions. In accordance with RCW 43.102.120(3)(b) and RCW 43.102.120(5) (a), the OII is prohibited from sharing information with the involved agency for the purpose of the involved agency's administrative investigation. Involved agency investigators, or investigators conducting an administrative investigation on behalf of the involved agency, shall not participate in or review evidence from an open OII or IIT investigation.

Once public safety issues have been addressed, OII or IIT investigators may seek voluntary statements from involved officers. The following shall apply:

- WPD supervisors shall not participate in voluntary interviews of WPD officers, and may only be present as observers if permitted under OII or IIT protocols.
- Any involved officer will be afforded the opportunity to consult individually with a representative of their choosing or an attorney prior to speaking with investigators. To preserve the integrity of each statement, involved officers shall not consult or meet collectively with representatives or attorneys prior to interviews.
- If an involved officer is not in a condition to provide a voluntary statement when first interviewed, reasonable accommodations should be made to allow rescheduling.
- Any voluntary statement provided by an involved officer may be included in administrative investigations. Administratively compelled statements will not be shared with criminal investigators without the officer's consent.

305.6.1 REPORTS BY INVOLVED OFFICERS

If suspects remain outstanding, or are subject to prosecution for related offenses that are separate from the officer's use of deadly force, the department may require sufficient information to facilitate apprehension and prosecution of those individuals. Whenever possible, such reports should be prepared by uninvolved personnel who interview the involved officer as a victim or witness.

Nothing in this section shall be construed to deprive involved WPD officers of the right to consult with legal counsel prior to completing any such report.

Any reports prepared by WPD personnel for suspect-related crimes will be processed according to normal department procedures and provided to the OII or designated IIT if requested.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a Department supervisor shall take reasonable steps to preserve the scene and promptly coordinate with the OII or IIT investigators. The role of the involved agency is limited to identifying and securing witnesses until OII or IIT personnel assume responsibility.

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

The following apply:

- Identify all persons present at the scene and in the immediate area, and record basic contact information when feasible.
- When feasible, obtain identifying information from persons who state they did not witness the incident but were present at the time.
- Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion or probable cause. Without detaining an individual solely for identification, reasonable attempts should be made to identify the witness prior to departure.
- Witnesses who are willing to provide a formal statement shall be referred to OII or IIT investigators. Transportation of witnesses may be arranged by the involved agency only with the witness's consent and with notification to the lead investigators. A written, verbal, or recorded statement of consent should be obtained prior to transportation.
- When the witness is a minor, parental or guardian consent should be obtained prior to transportation. If the witness is a juvenile subject to questioning regarding criminal conduct, officers must comply with RCW 13.40.740, which requires attorney consultation prior to any interview.
- If directed by the OII or IIT, initial contact may also include contacting the suspect's known family and associates to obtain background information regarding the suspect's activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Detective supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators may be assigned to separately handle the investigation of any related crimes not being investigated by the OII or IIT.

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

305.6.4 ACCESS TO REPORTS AND EVIDENCE

All materials created or collected as part of an officer-involved deadly force investigation are the property of the OII, or of the IIT if OII declines jurisdiction. These materials include reports, documentation, photographs, diagrams, audio and video recordings, and physical evidence.

The OII is prohibited from sharing any investigative information with the involved agency for the purpose of the involved agency's administrative investigation while the criminal investigation remains open.

Release of investigative materials outside the criminal process shall be coordinated by the OII or lead IIT in consultation with the Prosecuting Attorney, consistent with applicable law and protocol.

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

305.6.5 EVIDENCE STORAGE AND RETENTION

All evidence collected during an officer-involved deadly force investigation is maintained in the custody of the OII (or another qualified IIT if OII declines jurisdiction) until the criminal investigation and prosecutorial review are complete.

The release or disposition of evidence will be determined by the OII or lead IIT in consultation with the Prosecuting Attorney, and will occur only after the Prosecuting Attorney has concluded that the evidence is no longer needed for criminal proceedings.

No evidence may be released or destroyed without approval of the OII or lead IIT, in coordination with the Prosecuting Attorney and the employer's civil attorneys, as consistent with applicable law.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved WPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Administrative Captain and will be considered a confidential peace officer personnel file.

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

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, that statement may only be reviewed as part of the administrative investigation after the OII or IIT has concluded its investigation and released such information. The assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
 - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of their prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
 - 1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officers physical and psychological needs have been addressed before commencing the interview.
 - 2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.
4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, they should be given their Garrity rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.
5. The assigned investigator shall complete all relevant information and reports necessary for the Department to determine compliance with applicable policies.
6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE

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

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

305.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports, when approved by the lead investigative agency (the OII, or IIT if OII declines jurisdiction).

Upon request, non-law enforcement witnesses who can verify their presence and ability to contemporaneously perceive events may be permitted to review available recordings with the approval of the lead investigative agency.

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

Washougal Police Department

Washougal PD Policy Manual

Officer-Involved Shootings and Deaths

305.10 DEBRIEFING

Following an officer-involved shooting or death, the Washougal Police Department shall conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings.

305.10.1 TACTICAL DEBRIEFING

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

305.11 MEDIA RELATIONS

All media releases related to an officer-involved deadly force investigation shall be prepared with input and concurrence from the Public Information Officer (PIO) or other official designee of the lead investigative agency. When the OII has jurisdiction, OII will serve as the lead agency for media releases. If OII declines jurisdiction, media releases will be coordinated through the SWIIRT or another qualified IIT.

The Chief of Police or designee may issue initial statements concerning basic public safety information (such as location of the incident, whether there is an ongoing threat, or traffic impacts), but shall coordinate with OII, SWIIRT, or the designated IIT before releasing additional details.

The release of the name(s) of involved officer(s) will occur in coordination with OII or the designated IIT, consistent with applicable law and protocol.

No involved WPD officer shall make any comment to the media unless they are authorized by the Chief of Police or a Captain.

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

Firearms

306.1 PURPOSE AND SCOPE

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

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

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

306.2 POLICY

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

306.3 AUTHORIZED FIREARMS, AMMUNITION, AND OTHER WEAPONS

A firearm is a weapon with lethal ammunition carried by an officer that meets the firearm specifications of the Department or that has been authorized as a specialty firearm by the Chief of Police or the authorized designee (Washington State Office of the Attorney General Model Use of Force Policy). Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Firearms Instructor.

All other weapons not provided by the Department may not be carried by members in the performance of their official duties without the express written authorization of the member's Captain including but not limited to:

- (a) Edged weapons.
- (b) Chemical or electronic weapons.
- (c) Impact weapons.
- (d) Any weapon prohibited, or restricted by law, or that is not covered elsewhere by department policy.

This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 34 or 35. The following additional handguns are approved for on-duty use:

MAKE	MODEL	CALIBER

Washougal Police Department

Washougal PD Policy Manual

Firearms

Glock	17	9MM
	19	9MM
	22	40SW
H&K	26	9MM
KAHR	34	9MM
Kimber	35	40SW
Ruger	43	9MM
	43X	9MM
Smith & Wesson	USP45	45ACP
	VP9SK	9MM
	CM9	9MM
	1911	45ACP
	Ultra Carry II	45ACP
	SR9C	9MM
	M&P Shield	9MM

306.3.2 PATROL RIFLES

The authorized department-issued patrol rifle is the Colt AR-15. The following additional patrol rifles are approved for on-duty use:

MAKE	MODEL	CALIBER
Colt	Commando	5.56
POF	416	5.56

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

- Situations where the member reasonably anticipates an armed encounter.
- When a member is faced with a situation that may require accurate and effective fire at long range.
- Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- When a member reasonably believes that a suspect may be wearing body armor.
- When authorized or requested by a supervisor.

Washougal Police Department

Washougal PD Policy Manual

Firearms

- (g) When needed to euthanize an animal.

While on duty and when not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

Under no circumstances will rifles have a round chambered (live load) unless the rifle is deployed on an incident and there is a necessity to do so. If rounds are chambered (live load) the on scene supervisor must designate an area for unloading and clearing when a clearing barrel is not available. The designated area will be an area, where in the event a round is discharged, the impact of the round(s) will not cause damage or chances of injury.

306.3.3 PERSONALLY OWNED DUTY FIREARMS

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

- (a) The firearm shall be in good working order.
- (b) The firearm shall be inspected by the Firearms Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Firearms Instructor, who will maintain a list of the information.

306.3.4 AUTHORIZED SECONDARY HANDGUN

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

- (a) The handgun shall be in good working order and either listed as a department-approved firearm, or pre-approved in writing by the Chief of Police or the authorized designee.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by the Firearms Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

Washougal Police Department

Washougal PD Policy Manual

Firearms

- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Firearms Instructor, who will maintain a list of the information.

306.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Firearms Instructor for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Firearms Instructor.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Firearms Instructor that they are proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Firearms Instructor, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, they may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition.
- (i) When armed, officers shall carry their badges and Washougal Police Department identification cards under circumstances requiring possession of such identification.

306.3.6 AMMUNITION

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

Washougal Police Department

Washougal PD Policy Manual

Firearms

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

306.4 EQUIPMENT

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

306.4.1 REPAIRS OR MODIFICATIONS

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

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

Any repairs or modifications to the member's personally owned firearm shall be done at their expense and must be approved by the Firearms Instructor.

306.4.2 HOLSTERS

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

306.4.3 TACTICAL LIGHTS

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

306.4.4 OPTICS OR LASER SIGHTS

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

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

306.5 SAFE HANDLING, INSPECTION AND STORAGE

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

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

Washougal Police Department

Washougal PD Policy Manual

Firearms

- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Firearms Instructor. Members shall not dry fire or practice quick draws except as instructed by the Firearms Instructor or other firearms training staff.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked.
- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Firearms Instructor approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Firearms Instructor will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Members shall ensure that all handguns and ammunition are locked and secured in a safe while in their homes. Department issued gun safes are available upon request. Members are responsible for immediately reporting department issued gun safes that are damaged or otherwise not operating correctly. If firearms and ammunition must be stored in a vehicle or any other area under their control, they must be stored in a manner that will keep them inaccessible to children and others who should not have access.

Members who keep a rifle in their take-home vehicle will secure the rifle in a gun safe large enough to accommodate long guns, Members may also keep the rifle in the take-home vehicle if it is equipped with a department approved lockable gun retention device or department approved lockable container/safe mounted to the vehicle. Regardless if the rifle is in a departmental approved gun retention device or not rifles are not allowed to remain in take home vehicles when the member is off duty and the rifle is in plain view from outside of the vehicle.

Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil liability.

306.5.2 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

Washougal Police Department

Washougal PD Policy Manual

Firearms

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty will qualify at least annually with their duty firearms. Members will also qualify annually with off-duty and secondary firearms. Firearms training and qualifications must be department approved and on an approved range.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to their immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 - 1. Unauthorized range make-up.
 - 2. Failure to meet minimum standards or qualify after remedial training.

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

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

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

- (a) If on-duty at the time of the incident, the member shall file a written report with their Captain or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

Washougal Police Department

Washougal PD Policy Manual

Firearms

306.7.1 WARNING SHOTS

An officer shall not use a firearm to fire a warning shot (Washington State Office of the Attorney General Model Use of Force Policy).

306.7.2 DESTRUCTION OF ANIMALS

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

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

306.7.3 INJURED ANIMALS

A member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical. When feasible, a supervisor should be notified prior to taking such action.

306.8 FIREARMS INSTRUCTOR DUTIES

The range will be under the exclusive control of the Firearms Instructor. All members attending will follow the directions of the Firearms Instructor. The Firearms Instructor will maintain a roster of all members attending the range and will submit the roster to the Operations Captain after each range date. Failure of any officer to sign in and out with the Firearms Instructor may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Firearms Instructor has the responsibility of making periodic inspections, at least once a year, of all duty weapons carried by officers of this department to verify proper operation. The Firearms Instructor has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to their personally owned firearm; it will not be returned to service until inspected and approved by the Firearms Instructor.

The Firearms Instructor has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Firearms Instructor shall complete and submit to the Operations Captain documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Firearms

Washougal Police Department

Washougal PD Policy Manual

Firearms

Instructor should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Operations Captain.

306.9 FLYING WHILE ARMED

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

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their Washougal Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The Washougal Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Washougal Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail their itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of their assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on their person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

Washougal Police Department

Washougal PD Policy Manual

Firearms

306.10 OUT OF STATE PEACE OFFICERS IN WASHINGTON

Pursuant to 18 USC 926C, any full-time or retired out-of-state peace officer is authorized to carry a concealed firearm in Washington subject to the following conditions:

- (a) The officer shall have in their possession a photographic identification from the issuing law enforcement agency which indicates that the officer has met the state's training and qualification standards within not less than one year prior to the date of issuance.
- (b) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (c) Out-of-state peace officers are not authorized to carry a concealed firearm into government buildings or areas otherwise expressly restricted by state or local law.

306.11 CARRYING FIREARMS OUT OF STATE

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

- (a) The officer shall carry their Washougal Police Department identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

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

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

Knives and Multi-Tools

307.1 PURPOSE AND SCOPE

On-duty personnel may carry a knife or multi-tool on their person or duty belt to use as an operational utility tool.

307.2 DEFINITIONS

Fixed-blade knife: A knife with a single- or double-edged blade, with or without a point or serrations, permanently secured to a non-moving handle. It has no moving parts and is typically carried in a sheath.

Folding-blade knife: A knife with a single- or double-edged blade designed to fold, bend, or otherwise be secured in a manner that renders it safe or inoperative when not in use. It may be carried in a sheath, clipped to a belt, pocket, or boot, or carried inside a pocket.

Spring-blade knife: A knife with a blade that is automatically released by a spring mechanism or other mechanical device, or a knife with a blade that opens, falls, or is ejected into position by gravity, outward or downward movement, or centrifugal force.

307.3 AUTHORIZED KNIVES AND MULTI-TOOLS

Folding-blade knives or multi-tools worn on the duty belt or otherwise visible shall not exceed a blade length of four (4) inches.

Fixed-blade knives shall not exceed a blade length of four (4) inches. Carrying restrictions apply to fixed-blade knives; see the following section for details.

Automatic or spring-assisted knives with a locking mechanism that require manual manipulation to close are permitted.

307.4 CARRY AND/OR DISPLAY OF AUTHORIZED KNIVES AND MULTI-TOOLS

On-duty officers may carry a folding blade knife or multi-tool under the following conditions:

- It must be carried in a sheath or pouch attached to the duty belt. The sheath or pouch must be similar in color and construction to the issued duty belt and must include a retention device (e.g., snap, Velcro, belt loop).
- It may also be clipped inside a belt, pocket, or boot.

Fixed-blade knives may only be carried on duty under the following conditions:

- The knife is completely concealed within the officer's uniform in a sheath or pouch that includes a retention device (e.g., snap, Velcro, compression).
- If worn externally, the blade length must not exceed three (3) inches. The handle must not be brightly colored or of a style that draws attention or causes the knife to be prominently displayed (e.g., push daggers). It must be carried in a sheath or pouch with a retention device.

All on-duty officers carrying an approved knife or multi-tool shall:

Washougal Police Department

Washougal PD Policy Manual

Knives and Multi-Tools

- Carry the item in a professional and discreet manner;
- Handle the item in a safe and responsible manner;
- Maintain the item in operational condition and ensure it is securely stored when not in use.

Vehicle Pursuits

308.1 PURPOSE AND SCOPE

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

308.1.1 DEFINITIONS

Definitions related to this policy include:

Boxing-in - A low-speed tactic designed to stop a fleeing vehicle by surrounding it with emergency vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low-speed tactic designed to apply lateral pressure to the rear quarter panel of a fleeing vehicle, causing it to spin out, stall, and come to a stop (also known as a Precision Immobilization Technique).

Ramming - The deliberate act of impacting a fleeing vehicle with another vehicle to functionally damage or otherwise force the fleeing vehicle to stop.

Roadblock - A tactic designed to stop a fleeing vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the fleeing vehicle.

Tire deflation device - A device designed to be placed on the roadway and puncture the tires of a fleeing vehicle, sometimes referred to as spike strips.

Vehicle pursuit - An attempt by a uniformed officer in a vehicle equipped with emergency lights and a siren to stop a moving vehicle where the operator of the moving vehicle appears to be aware that the officer is signaling the operator to stop the vehicle and the operator of the moving vehicle appears to be willfully resisting or ignoring the officer's attempt to stop the vehicle by increasing vehicle speed, making evasive maneuvers, or operating the vehicle in a reckless manner that endangers the safety of the community or the officer (RCW 10.116.060).

308.2 POLICY

It is the policy of this department to balance the need to apprehend a fleeing suspect with the risks associated with vehicle pursuits.

308.3 INITIATING A PURSUIT

When balancing the risk of a pursuit with the need to apprehend the suspect, officers shall consider (RCW 10.116.060):

- (a) The seriousness of the known or reasonably suspected crime committed by the suspect and the threat to the safety of the public if the suspect remains at large.
- (b) Whether the identity of the suspect is known with enough certainty to enable apprehension at a later time.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

- (c) The speed of the vehicles relative to the conditions of the area, such as the population density, amount of vehicular and pedestrian traffic (e.g., school zones), time of day, and road and weather conditions.
- (d) The pursuing officer's driving capabilities, familiarity with the area, and quality of radio communications with the dispatcher/supervisor.
- (e) The nature of the pursuing unit (e.g., marked vs. unmarked) and its speed and performance capabilities in relation to the fleeing vehicle (e.g., performance motorcycle).
- (f) Whether there are other persons in or on the fleeing vehicle and their relationship to the situation (e.g., passengers, co-offenders, hostages, minors).
- (g) Whether the pursuing unit is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist.
- (h) The availability of other resources such as air support or vehicle locator/deactivation technology.

308.3.1 LIMITATIONS FOR INITIATING A PURSUIT

Officers are not authorized to initiate a pursuit unless the following criteria exist (RCW 10.116.060):

- (a) Reasonable suspicion exists to believe that a person has violated the law.
- (b) The pursuit is necessary for the purpose of identifying or apprehending the person.
- (c) The person poses a threat to the safety of others, and the safety risks of failing to apprehend or identify the person are considered to be greater than the safety risks of the vehicle pursuit under the circumstances.

308.4 PURSUIT UNITS

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit units and the supervisor vehicle). However, an officer or supervisor may request that additional units join a pursuit if, after assessing the factors outlined above, it reasonably appears that the number of officers involved may be insufficient to safely arrest the number of suspects.

308.4.1 EMERGENCY EQUIPMENT

Vehicle pursuits shall only be conducted using authorized police department vehicles that are equipped with emergency lighting and sirens as required by law. Each pursuit unit's emergency lights and sirens should remain activated throughout the unit's participation in the pursuit.

Officers operating vehicles not equipped with emergency lights and siren are prohibited from pursuing a fleeing vehicle or joining a pursuit. Officers in such vehicles may provide support to pursuing units when needed, but should operate the vehicle in compliance with all traffic laws and should discontinue such support immediately upon arrival of a sufficient number of authorized emergency vehicles or any air support.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

308.4.2 UNMARKED UNITS

When involved in a pursuit, police department unmarked vehicles should be replaced by marked four-wheel emergency vehicles as soon as practicable.

308.4.3 PRIMARY UNIT

The initial pursuing officer should be designated as the primary unit and will be responsible for the conduct of the pursuit unless that unit is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to themselves or others.

The primary pursuing officer shall notify a supervisor immediately upon initiating a vehicle pursuit. The officer and the supervisor shall consider alternatives to the vehicle pursuit, as well as the justification for the pursuit, and other safety considerations (RCW 10.116.060).

As soon as practicable, the primary unit shall notify Clark Regional Emergency Services Agency (CRESA) of the pursuit, request priority radio traffic, and provide appropriate information including:

- (a) The location, direction of travel, and estimated speed of the pursuit.
- (b) The description of the fleeing vehicle, including the license plate number, if known.
- (c) The reason for the pursuit.
- (d) A description of the fleeing vehicle's evasive driving behavior (e.g., rapid lane changes, no headlights, driving on the wrong side of the road).
- (e) Known or suspected weapons, threat of force, violence, injuries, hostages, or other unusual hazards.
- (f) The suspected number of occupants and their identities or descriptions.
- (g) The weather, road, and traffic conditions.
- (h) The need for any additional resources or equipment.
- (i) The identities of other law enforcement agencies involved in the pursuit.

The primary unit is responsible for broadcasting the progress of the pursuit until a secondary or air unit joins the pursuit. Once an additional unit joins the pursuit, the primary unit should relinquish the responsibility of broadcasting the progress to the secondary or air unit unless circumstances reasonably indicate otherwise.

308.4.4 SECONDARY UNIT

The second officer in the pursuit should be designated as the secondary unit and is responsible for:

- (a) Notifying Clark Regional Emergency Services Agency (CRESA) of their entry into the pursuit.
- (b) Broadcasting the progress of the pursuit, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.
- (c) Identifying the need for and requesting additional resources or equipment as appropriate.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

- (d) Serving as backup to the primary unit once the fleeing vehicle has been stopped.

308.4.5 AIR UNITS

When available, air unit assistance should be requested. The air unit should assume responsibility of broadcasting the pursuit once they have established visual contact with the fleeing vehicle. Ground units should maintain operational control and consider whether the continued close proximity and/or involvement in the pursuit is warranted.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit, and provide pursuing units with details of upcoming traffic congestion, road hazards, or other information pertinent to evaluating whether to continue the pursuit. If ground units are not within visual contact of the fleeing vehicle and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend termination.

308.5 PURSUIT DRIVING

The decision to use specific driving tactics requires consideration of the same factors as initiating a pursuit. In addition, officers involved in the pursuit should adhere to the following:

- (a) Pursuing units should space themselves far enough from other involved vehicles to be able to see and avoid hazards and react safely to maneuvers by the fleeing vehicle.
- (b) Pursuing units should exercise caution and slow down as necessary when proceeding through intersections.
- (c) Pursuing units should not follow a fleeing vehicle driving against traffic (wrong way) and should instead:
 - 1. Request assistance from available air support.
 - 2. Maintain visual contact with the fleeing vehicle by paralleling it on the correct side of the roadway.
 - 3. Request other units to observe exits available to the fleeing vehicle.
- (d) Pursuing units should request that Clark Regional Emergency Services Agency (CRESA) notify the Washington State Patrol and/or another law enforcement agency if it appears that the pursuit may enter its jurisdiction.
- (e) Pursuing units should not attempt to pass other pursuit units unless the situation indicates otherwise or they are requested to do so. Passing another pursuit unit should only be attempted with a clear understanding of the maneuver.

308.5.1 RULES OF THE ROAD

Officers shall drive with due regard for the safety of all persons and property. However, when in pursuit, if there is no unreasonable risk to persons and property, officers may (RCW 46.61.035):

- (a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.
- (b) Exceed the speed limit.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

- (c) Disregard regulations governing direction of movement or turning in specified directions.

308.5.2 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers not directly involved in the pursuit should stay alert to its progress and location and may proceed safely to intersections ahead of the pursuit to warn cross traffic. When clearing intersections along the pursuit path, officers are authorized to use emergency equipment and should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or a suspect intentionally trying to ram the police department vehicle.

Other than clearing intersections along the pursuit path, uninvolved officers should avoid operating under emergency conditions (emergency lights and siren) and should remain in their assigned areas unless directed otherwise by a supervisor.

When needed, non-pursuing officers and officers who have dropped out of the pursuit should respond to the pursuit termination point in a non-emergency manner, observing the rules of the road. Officers should not parallel the pursuit route.

308.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

The field supervisor of the officer initiating the pursuit will be responsible for (RCW 10.116.060):

- (a) Immediately notifying the involved units and the dispatcher of supervisory presence and ascertaining all reasonably available information in order to continuously assess the situation and risk factors associated with the pursuit.
- (b) Exercising management and control of the pursuit and, when appropriate, engaging in the pursuit to provide on-scene supervision.
- (c) Confirming that no more pursuing units than required are involved in the pursuit.
- (d) Directing that the pursuit be terminated if, in the supervisor's judgment, continuing the pursuit is not justified under the guidelines of this policy.
- (e) Assessing the emotional state of the officers involved and directing an officer to disengage from the pursuit if it appears they are unable to control their emotions.
- (f) Requesting additional assistance from air support, canines, or other resources, if available and appropriate.
- (g) Verifying that the proper radio channel is being used.
- (h) Overseeing the notification and/or coordination of outside agencies if the pursuit leaves or is likely to leave the jurisdiction of this department.
- (i) Continuing the management and control of Washougal Police Department units when a pursuit enters another jurisdiction.
- (j) Preparing documentation of the pursuit and conducting a post-pursuit review, as required.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

308.7 CLARK REGIONAL EMERGENCY SERVICES AGENCY (CRESA)

Radio communications during a pursuit should be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

308.8 INTERJURISDICTIONAL CONSIDERATIONS

Unless entry into another jurisdiction is expected to be brief, the primary unit or supervisor should ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

308.8.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

When a pursuit enters another agency's jurisdiction, the primary unit or the supervisor should determine whether to request the other agency assume the pursuit, taking into consideration the distance traveled, familiarity with the area, and other pertinent facts.

Once another agency has agreed to assume the pursuit, pursuing units should relinquish control and discontinue participation unless the continued assistance of the Washougal Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may, with supervisory approval, proceed to the termination point in order to provide information and assistance for the arrest of the suspect and reporting of the incident. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for department reports.

308.8.2 PURSUITS EXTENDING INTO THIS JURISDICTION

Officers from this department should not join a pursuit being conducted by another agency unless specifically requested to do so by that agency and with approval from a supervisor.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the Washougal Police Department, a supervisor should review the request as soon as practicable, taking into consideration:

- (a) Whether the need to apprehend the fleeing suspect outweighs the risks of the pursuit to officers and the public.
- (b) Whether there is adequate staffing to continue the pursuit.
- (c) The available units' capabilities to maintain the pursuit.
- (d) The number of available units and other resources of the pursuing agency.

Assistance to a pursuing agency by officers of this department should terminate at the City limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department should continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers should provide appropriate assistance to the pursuing agency such as scene control, inter-agency

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

coordination, completion of supplemental reports, and any other reasonable assistance requested or needed.

308.9 PURSUIT INTERVENTION

Pursuit interventions should only be used when it reasonably appears that using the intervention will contain or prevent the pursuit, and the need to immediately stop the fleeing vehicle outweighs the risks of injury or death to officers and others.

Pursuit interventions may be construed as a use of force, including deadly force, and are subject to the policies guiding such use. Officers should consider the guidelines for the use of force when deciding how, when, where, and if a pursuit intervention should be employed. Refer to the Use of Force Policy for additional guidance.

Whenever practicable, an officer should seek approval from a supervisor before employing any pursuit intervention to stop a fleeing vehicle. Officers should not attempt a pursuit intervention unless they have received the appropriate training for the intervention being used.

As soon as practicable after initiating a pursuit, the primary pursuing officer and supervisor, if available, shall develop a plan for the termination of the pursuit using available intervention options (RCW 10.116.060).

308.9.1 TIRE DEFLATION DEVICE

Before deploying a tire deflation device, officers should consider factors such as:

- (a) Speed of the fleeing vehicle - Traveling at high speeds increases the risk the suspect will lose control of the vehicle after driving over or swerving to avoid a tire deflation device.
- (b) Weather and visibility - Tire deflation devices should only be deployed when the location, weather, and other conditions allow the deploying officer to clearly see the fleeing vehicle, pursuit units, and other approaching traffic.
- (c) Cover - Deployment should occur in a location that provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicles.
- (d) Road conditions - Soft or loose material such as dirt or gravel may prevent a tire deflation device from puncturing the vehicle's tire. Deploying the device on loose pavement or icy or wet roads increases the risk of the suspect losing control of the vehicle.
- (e) Characteristics of the deployment area - A tire deflation device should not be deployed in areas that are heavily populated with pedestrians, at times of heavy traffic, or at a location where there is a heightened chance of striking a fixed object.
- (f) Characteristics of the fleeing vehicle - Except in extraordinary circumstances, a tire deflation device should not be used when the fleeing vehicle is a motorcycle or other vehicle with fewer than four wheels, an ATV, a vehicle transporting hazardous materials, or a school bus transporting children.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

Because of the risks to deploying officers, the intent to deploy a tire deflation device and its location should be clearly communicated to the dispatcher and all involved units.

308.9.2 PURSUIT INTERVENTION TECHNIQUE (PIT)

A PIT should only be attempted in a vehicle with a reinforced bumper.

Before conducting a PIT, officers should consider factors such as:

- (a) Speed of the fleeing vehicle - Conducting a PIT while traveling at high speeds increases the risk of the suspect or officer losing control of their vehicle. A PIT should not be conducted at speeds greater than the speed at which the officer has received training.
- (b) Road conditions - Because the intention of a PIT is to cause the fleeing vehicle to spin out by reducing the friction between the tires and the roadway, the material of the roadway (e.g., pavement, gravel, dirt) should be considered and a PIT should not be attempted when road conditions are wet or icy.
- (c) Characteristics of the deployment area - A PIT should not be attempted in areas that are heavily populated with pedestrians, at times of heavy traffic, or at a location where there is a heightened chance of striking a fixed object.
- (d) Characteristics of the fleeing vehicle - A PIT should not be used when the pursued vehicle is a motorcycle or other vehicle with fewer than four wheels, an ATV, a vehicle transporting hazardous materials, or a school bus transporting children. The increased risk of rolling over should be evaluated on vehicles with a high center of gravity.
- (e) Number of pursuit units - A PIT should not be used unless there is a sufficient number of pursuit units available to prevent further movement of the fleeing vehicle after spinning out.

308.9.3 BOXING-IN

Boxing-in should only be used when the fleeing vehicle is stopped or traveling at a low speed.

Boxing-in requires the participation of multiple units and therefore must be carefully coordinated with all involved.

308.9.4 RAMMING AND ROADBLOCKS

Ramming and roadblocks shall only be used when deadly force is warranted and all other reasonable alternatives have been exhausted or reasonably appear ineffective.

308.9.5 FIREARMS

Specific guidance on the use of a firearm during a vehicle pursuit is addressed in the Use of Force Policy.

308.10 TERMINATING A PURSUIT

The factors considered when initiating a pursuit should be continually re-evaluated by pursuing units during the pursuit, as the circumstances and conditions change, and as new information

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

becomes available. If at any time the risk of continuing the pursuit outweighs the need to immediately apprehend the suspect, the pursuit should be terminated.

In addition, a pursuit should be terminated when:

- (a) A supervisor directs the pursuit to be terminated.
- (b) The location of the fleeing vehicle is no longer known.
- (c) The distance between the pursuing units and the fleeing vehicle is so great that further pursuit would be futile or would continue for an unreasonable time and/or distance.
- (d) The pursuing unit sustains damage or a mechanical failure that makes it unsafe to drive or renders the emergency lighting and sirens partially or completely inoperable and there are no additional units readily available to take over the pursuit.

When a pursuit terminates for any reason, all pursuit units should verbally acknowledge termination, turn off emergency lights and sirens, reduce their speed, and obey all traffic laws. The primary unit should communicate the location of pursuit termination to the dispatcher.

308.10.1 LOSS OF PURSUED VEHICLE

When a pursuit is terminated because the location of the fleeing vehicle is no longer known, the primary unit should broadcast pertinent information for other units to assist in locating the suspect. The primary unit or supervisor will be responsible for coordinating any further search for the pursued vehicle.

308.10.2 APPREHENSION OF SUSPECTS

Officers should exercise proper self-discipline and sound professional judgment at the conclusion of a pursuit and while apprehending the suspect.

Unless otherwise directed by a supervisor, an officer other than the primary unit should coordinate efforts to apprehend the suspect following the pursuit.

Any use of force necessary to apprehend the suspect shall be consistent with the Use of Force Policy.

308.11 DEBRIEFING

Participating officers should return to the Department as soon as practical following a pursuit to debrief with a supervisor.

308.12 REPORTING REQUIREMENTS

Appropriate reports should be completed as required by applicable laws, policies, and procedures.

- (a) Pursuing officers should complete appropriate crime/arrest and pursuit reports.
- (b) The involved supervisor, or if unavailable, the on-duty field supervisor, shall obtain available information and promptly complete appropriate written notification to their Captain through the chain of command. The notification should briefly summarize the pursuit and include, at a minimum:
 - 1. Date and time of the pursuit.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

2. Reason and circumstances surrounding the pursuit (e.g., seriousness of the crime, road and traffic conditions, speed and driving behavior of the fleeing vehicle) that warranted initiation and continuation of the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.
7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of supervisor at the scene or who handled the incident.

After receiving copies of the written notification, reports, and other pertinent information, a supervisor shall conduct a post-pursuit review.

The supervisor who reviews and approves a case report involving a vehicle pursuit by any department member shall also review all related administrative reports (e.g. Guardian Tracking) to ensure compliance with this policy and to address any training issues. However, a supervisor who was personally involved in such pursuit shall not perform the functions or responsibilities of the investigating or reviewing supervisor.

The investigating or reviewing supervisor shall make an initial written recommendation as to whether the pursuit complied with agency policy. Supervisors in the chain of command shall also identify and document any concerns or recommendations related to policy, training, tactics, supervision, planning, coordination, choice of force options, equipment, post-incident conduct, and performance.

Each Captain shall review every vehicle pursuit generated by personnel within their command to ensure compliance with this policy and to address any issues identified.

The Chief of Police should direct an annual documented management review and analysis of department vehicle pursuits to minimally address policy suitability, policy compliance, procedure, personnel issues, and training or equipment needs. The review should not contain the names of officers, suspects, or case numbers. The Chief of Police shall review and approve the final report.

308.13 PURSUIT TRAINING

The Operations Captain should ensure that members of this department receive initial and annual training on vehicle pursuits relevant to their role (e.g., officers, supervisors, air units, dispatchers).

Officer training should address decision-making involved in initiating, continuing, and terminating a pursuit by balancing the need to apprehend the suspect with the risk of a pursuit. Subject to available resources, training on pursuit driving and the deployment of pursuit intervention tactics

Washougal Police Department

Washougal PD Policy Manual

Vehicle Pursuits

should include scenario-based training and behind-the-wheel practice, in addition to classroom instruction.

308.13.1 STATE-SPECIFIC TRAINING REQUIREMENTS

All officers engaging in vehicle pursuits shall have completed an emergency vehicle operator course, shall have completed refresher training in emergency vehicle operation within the two years prior to the pursuit, and shall be certified in at least one pursuit intervention option (RCW 10.116.060).

Officer Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Officers responding to an emergency call shall proceed as appropriate and shall operate the emergency vehicle lighting and siren as required by law (RCW 46.61.035).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved member should reasonably believe there is an imminent threat to the safety of themselves or another person, or that assistance is needed to prevent imminent serious harm to the public. If circumstances permit, the requesting member should provide the following information:

- Identifying call sign
- Location of the emergency situation
- Suspect information, including weapons
- Reason for the request and type of emergency
- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the dispatcher.

Washougal Police Department

Washougal PD Policy Manual

Officer Response to Calls

309.5 SAFETY CONSIDERATIONS

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (RCW 46.61.035):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing parking, direction of movement, or turning in specified directions.

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles.

309.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers, and shall notify the dispatcher of their determination.

309.8 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Patrol Sergeant or field supervisor shall verify that:

- (a) The proper response has been initiated.
- (b) No more than those officers reasonably necessary under the circumstances are involved in the response.
- (c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

Washougal Police Department

Washougal PD Policy Manual

Officer Response to Calls

It is the supervisor's responsibility to terminate an emergency response that, in their judgment is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Patrol Sergeant or field supervisor should consider:

- The type of call or crime involved.
- The type and circumstances of the request.
- The necessity of a timely response.
- Weather, traffic and road conditions.
- The location of the responding officers and the location of the incident.

Canines

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community including, but not limited to, locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY

It is the policy of the Washougal Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.2.1 DUTY OF REQUESTING OFFICER

The officer at the scene requesting canine should protect the area from contamination by other officers and civilians. The officer should be able to articulate the facts of the case to the canine handler so a determination can be made of the extent of services needed.

The requesting officer should also provide the canine handler with the following information:

- (a) Last known point and direction of the suspect.
- (b) The time factor.
- (c) Which areas of escape are contained or in need of containment.

310.2.2 REPORTING CANINE USE, BITES AND INJURIES

Whenever the canine is deployed, a Canine Use Report shall be completed by the handler and turned in to the Unit Coordinator as required.

If a bite or injury results from the use of the canine, that information shall be documented on a Canine Use Report form, Response to Resistance Report (RTR), and included in the case narrative/supplemental report.

- (a) In all cases of bites or injury resulting from the use of a canine, photographs shall be taken of the bite or injury after first tending to the immediate needs of the injured party. The photographs will be labeled Canine Incident - Do Not Destroy, and uploaded onto the Washougal Police Media Drive. If the injury requires medical attention, the subject should be transported to an appropriate medical facility. In the event an in-custody suspect requires medical attention, an officer should standby with the suspect until treatment has been rendered.
- (b) Whenever a bite results, the handler shall notify a supervisor as soon after the incident as practicable.
- (c) If a subject alleges an injury that is not visible, notification shall be made to a supervisor and the location of the alleged injury should be documented and photographed.

It shall be the responsibility of the Chief of Police or designee to ensure that related photographs are retained until the potential need for use in any related civil proceeding has expired.

Washougal Police Department

Washougal PD Policy Manual

Canines

310.3 ASSIGNMENT

Canine teams are assigned to Patrol however, they may be assigned to other functions based on operational needs.

310.4 CANINE COORDINATOR

The canine coordinator is the Operations Captain or their designee.

The responsibilities of the coordinator include, but are not limited to:

- (a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with the vendor kennel.
- (c) Maintaining a liaison with command staff and functional supervisors.
- (d) Maintaining a liaison with other agency canine coordinators.
- (e) Maintaining accurate records to document canine activities.
- (f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
- (g) Scheduling all canine-related activities.
- (h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

310.5 REQUESTS FOR CANINE TEAMS

Patrol is encouraged to request the use of a canine.

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies are subject to the following:

- (a) Canine teams shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that they deem unsuitable.
- (c) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (d) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.
- (e) It shall be the responsibility of the canine handler to notify the chain of command when ever requested by an outside agency.

310.5.2 PUBLIC DEMONSTRATIONS

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety

Washougal Police Department

Washougal PD Policy Manual

Canines

protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officers, or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the on-duty supervisor. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.

Washougal Police Department

Washougal PD Policy Manual

Canines

- (e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever they deem deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

310.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of their decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

310.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in

Washougal Police Department

Washougal PD Policy Manual

Canines

accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

310.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

- (a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.
- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
- (c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make themselves known.
- (d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags, and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

310.7.3 CROWD CONTROL

Canine teams shall not be used for crowd management.

310.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

Washougal Police Department

Washougal PD Policy Manual

Canines

- (a) An officer who is currently off probation.
- (b) Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).
- (c) A garage that can be secured and can accommodate a canine vehicle.
- (d) Living within 30 minutes travel time from the Washougal City limits.
- (e) Agreeing to be assigned to the position for a minimum of three years.

310.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

- (a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- (b) The handler shall maintain all department equipment under their control in a clean and serviceable condition.
- (c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.
- (d) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
- (e) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.
- (f) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
- (g) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
- (h) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or their designee.
- (i) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or on-duty supervisor.
- (j) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

Washougal Police Department

Washougal PD Policy Manual

Canines

310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.10 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or on-duty supervisor as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

310.11 TRAINING AND CERTIFICATION

Before assignment in the field, each canine team shall be trained and certified to meet current Criminal Justice Training Commission (CJTC) standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified to meet current CJTC standards (WAC 139-05-915).

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or their designee.

310.11.1 CONTINUED TRAINING

Each canine team shall be recertified to current CJTC standards. A canine team's certification will automatically expire if the handler and canine originally paired at the time of certification are no longer working together, or if the function for which the team was certified changes (WAC 139-05-915). Additional training considerations are as follows:

- (a) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
- (b) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

Washougal Police Department

Washougal PD Policy Manual

Canines

310.11.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.11.3 TRAINING RECORDS

A record for each canine that includes training, performance and identification records, and that meets CJTC requirements, shall be created and maintained in the canine handler's and the canine's training file.

310.11.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Washougal Police Department may work with outside trainers with the applicable licenses or permits.

310.11.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(g); RCW 69.50.302; RCW 69.50.508; WAC 246-945-060).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Washougal Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

310.11.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this department.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

Washougal Police Department

Washougal PD Policy Manual

Canines

- (d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.
- (e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
- (g) Any unusable controlled substance training samples shall be returned to the Evidence Room or to the dispensing agency.
- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

310.11.7 USE OF CONTROLLED SUBSTANCE TRAINING AIDS

When using controlled substance training aids, the aids in it's original evidence package will be placed in a department approved additional barrier.

The placement of training aids will be checked by a second person.

Domestic Violence

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic violence - Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, coercive control, unlawful harassment, or stalking of one intimate partner by another intimate partner or of one family or household member by another family or household member (RCW 10.99.020; RCW 7.105.010).

311.2 POLICY

The Washougal Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

311.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

- (a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
- (b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence

- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact Detectives in the event that the injuries later become visible.
- (f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.
 - 1. Officers who have probable cause that a crime has been committed shall lawfully seize all firearms and ammunition that they reasonably believe were used or threatened to be used in the commission of the offense. Officers shall also seize all firearms in plain sight or discovered in a lawful search. Officers shall request consent to take temporary custody of any other firearms and ammunition that the alleged suspect may have access to (RCW 10.99.030).
 - 2. Officers shall separate the victim and inquire whether there are any firearms or ammunition in the home, whether the suspect has access to any firearms either on the premises or stored elsewhere, whether the suspect has a concealed pistol license, and whether a firearm has ever been used by the suspect under other circumstances that could be threatening or coercive (RCW 10.99.030).
- (i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:
 - 1. Whether the suspect lives on the premises with the victim.
 - 2. Claims by the suspect that the victim provoked or perpetuated the violence.
 - 3. The potential financial or child custody consequences of arrest.
 - 4. The physical or emotional state of either party.

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence

5. Use of drugs or alcohol by either party.
 6. Denial that the abuse occurred where evidence indicates otherwise.
 7. A request by the victim not to arrest the suspect.
 8. Location of the incident (public/private).
 9. Speculation that the complainant may not follow through with the prosecution.
 10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
 11. The social status, community status, or professional position of the victim or suspect.
- (k) Unless doing so would jeopardize the criminal investigation, the victim should be apprised of investigative plans such as when the suspect or witnesses are going to be interviewed and any plans for making an arrest.

311.4.1 HOSPITALIZED VICTIM

When responding to a medical facility regarding an injured person, officers should make a reasonable attempt to determine whether the injury was a result of domestic violence prior to contacting the victim or person who reported the incident.

If domestic violence is suspected, contact should be made with the medical facility representatives out of the view and hearing of the victim and any potential suspects when practical.

311.4.2 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

311.4.3 IF NO ARREST IS MADE

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
 1. Voluntary separation of the parties.
 2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- (b) Document the resolution in a report.

311.5 VICTIM ASSISTANCE

Victims may be traumatized or confused. Officers should:

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence

- (a) Recognize that a victim's behavior and actions may be affected.
- (b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
- (c) Alert the victim to any available victim advocates, shelters, and community resources.
- (d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
- (e) Seek medical assistance as soon as practicable for the victim if the victim has sustained injury or complains of pain.
- (f) Ask the victim whether the victim has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a safety concern or if the officer determines that a need exists.
- (g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (h) Seek or assist the victim in obtaining an emergency order if appropriate (RCW 10.99.040).

311.6 CLARK REGIONAL EMERGENCY SERVICES AGENCY (CRESA) ASSISTANCE

Dispatchers are not required to verify the validity of court orders. Officers should request CRESA check whether any of the involved persons are subject to the terms of a court order.

311.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

311.7.1 CANADIAN COURT ORDERS

Any foreign court order properly issued in Canada shall be enforced by an officer as a foreign court order above. Any notice, if required, should be made in compliance with RCW 26.55.020.

311.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about the notice or receipt of the order, knowledge of its terms, and efforts to respond to the order.

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence

- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

311.9 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report should consider the following:

- (a) The primary duty of officers when responding to a domestic violence situation is to enforce the laws allegedly violated and to protect the complaining party (RCW 10.99.030(1)).
- (b) When an officer responds to a domestic violence call and has probable cause to believe that a crime has been committed, an arrest shall be made pursuant to the criteria in RCW 10.31.100 (RCW 10.99.030(2)(a)).
- (c) When an officer has confirmed that a valid court order exists and has probable cause to believe the defendant has violated that order, the officer shall make a physical arrest (RCW 10.99.055; RCW 10.31.100(2)). Whenever a member of this department serves or assists in serving a court order and that service is completed, a return of service form shall be completed and submitted to the Washington Crime Information Center (WACIC).

311.10 REPORTS AND RECORDS

- (a) Officers responding to a domestic violence call shall take a complete offense report, including the disposition of the case (RCW 10.99.030(2)(b)).
 - 1. The report shall include all information about firearms and concealed pistol licenses and be properly coded to alert any officials reviewing the report to the existence of the information concerning firearms (RCW 10.99.030).
- (b) All such reports should be documented under the appropriate crime classification and should use the distinction "Domestic Violence" in the Type of Crime box of the crime report form (RCW 10.99.035).
- (c) Whenever there is probable cause to believe that a crime has been committed and unless the case is under active investigation, the Detectives Supervisor shall ensure that all domestic violence crime reports are forwarded to the County Prosecutor's Office within 10 days of the date the incident was reported (RCW 10.99.035).
- (d) The Lead Administrative Assistant shall ensure that accurate records of domestic violence incidents are maintained and submitted to the Washington Association of Sheriffs and Police Chiefs, in accordance with state law (RCW 10.99.035).

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence

- (e) The Lead Administrative Assistant should ensure that the original receipt issued for any firearm, dangerous weapon, or pistol license surrendered after service of a protection order is filed with the court within 24 hours of service of the order and retain a copy of the receipt electronically if available (RCW 9.41.801).

311.11 ENTRY OF COURT ORDERS

The Lead Administrative Assistant shall ensure that orders received from the court are entered into the WACIC or other applicable criminal intelligence information system for one year or until the expiration date specified on the order (RCW 10.99.040; RCW 10.99.050).

311.12 SERVICE OF COURT ORDERS

The officer serving a protection order, no-contact order, or restraining order that includes an order to surrender all firearms, dangerous weapons, and a concealed pistol license under RCW 9.41.800 shall (RCW 9.41.801):

- (a) Advise the subject that the order is effective upon service.
- (b) Request that any firearms, dangerous weapons, and any concealed pistol license be immediately surrendered. Officers shall take possession of any firearms discovered in plain view, lawful search, or consent from the subject.
 - 1. If the subject indicates by word or action an intent to not comply with a request to surrender firearms, dangerous weapons, or a concealed pistol license, consideration should be given to obtaining a search warrant for seizure.
- (c) Issue a receipt for any surrendered items.
 - 1. The officer should ensure the original receipt is forwarded to the Lead Administrative Assistant as soon as practicable for filing with the court.

All firearms and weapons collected shall be handled and booked in accordance with the Property and Evidence Policy.

311.12.1 ELECTRONIC SERVICE OF COURT ORDERS

When an officer petitions the court ex parte for an emergency protection order on behalf of the victim and the court does not include an order to surrender and prohibit weapons or an extreme risk protection order, or has verified that all firearms, dangerous weapons, and any concealed pistol license have been temporarily removed by law enforcement, service of the order on the respondent may be made electronically pursuant to the requirements of RCW 10.99.040.

311.13 ORDERS TO SHOW CAUSE

When the Department receives notice from the court of an order to show cause regarding the surrender of weapons, the Detectives supervisor should consult with legal counsel, as appropriate, to address any requirements involving the Department, including the following (RCW 9.41.801):

- (a) Fulfilling any additional service requirements for the order to show cause.
- (b) Providing the court with a complete list of firearms and other dangerous weapons surrendered by the person pursuant to the court order that are in the possession of the Department.

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence

- (c) Providing the court with verification that any concealed pistol license was surrendered by the person pursuant to the court order and that an agency with authority to revoke the license has been notified.
- (d) Filing an affidavit with the court where there is reasonable suspicion that the person who is subject to the court order is not in full compliance with the terms, including the basis for the belief.

Civil Process

312.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for the receipt and processing of civil papers by the Washougal Police Department.

This policy governs the handling of civil process documents, including those issued by Clark County and other jurisdictions, in accordance with RCW 36.28.010. The Washougal Police Department is committed to ensuring the proper and timely processing of civil papers as required by law. The Department will receive, document, and manage such papers in a manner consistent with legal mandates and departmental standards.

312.1.1 RESPONSIBILITY

Administrative assistant: The Administrative Assistant shall be responsible for the initial intake of civil orders. This includes verifying that all necessary documentation is complete and suitable for service. Upon verification, the Administrative Assistant shall promptly forward the paperwork to an available sergeant for further processing. Following the execution of service and completion of the return of service, the Administrative Assistant shall ensure that all related documents are properly assembled and distributed to the appropriate parties in accordance with departmental procedures and legal requirements.

Chief or designee: The Chief of Police, or their designee, shall have overall responsibility for the administration and oversight of the Civil Process function, including all procedures and actions outlined in this policy.

Patrol officer: The officer will be responsible for obtaining the order from the sergeant and attempting to serve the civil order in a timely fashion. The "Return of Service" will be completed by the officer and emailed to the appropriate destination for entry into NCIC. The officer will also be responsible for creating a police report, and logging all attempts to serve the order in the form of either a base case or supplemental report.

Sergeant: The assigned sergeant shall be responsible for receiving civil orders in a timely manner and ensuring they are assigned to an available officer for service. The sergeant must be familiar with the intake and review process to effectively address any questions or concerns that may arise during service. Upon completion of service, the sergeant shall review and approve all necessary documentation and ensure the paperwork is returned to the Administrative Assistant for final processing and distribution.

312.1.2 DEFINITIONS

Definitions related to this policy include:

Child Custody Information Sheet - A request to the courts seeking protection for or requesting custody of children (**Needs to be SERVED**).

Washougal Police Department

Washougal PD Policy Manual

Civil Process

Civil Protection Order ("Civil Order") - For purposes of this policy, a Civil Order or Civil Protection Order (CPO) is a document issued by a court to protect a victim of domestic violence. A CPO is intended to prevent further domestic violence. CPOs are usually longer in duration than a temporary protection order (TPO) **(Needs to be SERVED)**.

Extreme Risk Protection Order (ERPO) - A civil court order that temporarily restricts an individual's access to firearms when there is demonstrated evidence that the person poses a significant danger of causing harm to themselves or others. ERPOs may be requested by law enforcement officers or by family or household members under the authority of RCW 7.94. The purpose of an ERPO is to reduce firearm-related deaths and injuries, particularly in cases involving mental health crises or violent behavior. The issuance of an ERPO does not limit the authority of law enforcement to remove firearms, revoke a concealed pistol license, or conduct lawful searches and seizures under other applicable laws.

Law Enforcement Information Sheet (LEI/"face sheet") - A form that provides critical information required by law enforcement to facilitate the entry of a protection order into law enforcement databases, to assist in the service of the order on the Respondent, and to ensure proper notification to the Petitioner regarding service or non-service (RCW 26.50.090(4)) **(Retained with report – NOT SERVED)**.

Order to Surrender Weapons issued Without Notice - A request to the courts seeking for a respondent to surrender weapons **(Needs to be SERVED)**.

Petition for Order for Protection - A formal request submitted to the court by a petitioner seeking issuance of a protective order. The petition includes information such as a description of the alleged abuse, the respondent's identifying details (e.g., date of birth), and a location for service of legal documents. Upon receipt, a judge or commissioner will review the completed forms, may ask clarifying questions, and will determine whether to issue a temporary or full protection order based on the information provided **(Needs to be SERVED)**.

Petitioner - In the context of Protection Orders, the party who has petitioned the court seeking issuance of the civil order. The petitioner is often the protected party and, in the event of a violation of the order, may also be the victim.

Protection/Restraining Order - A restraining or protection order is a legal order issued by the courts which require one person to stop harming another **(Needs to be SERVED)**.

Respondent - In the context of Protection Orders, the party being served or who has already been served with the order.

Return of Service - A written acknowledgement stating that there was service of legal documents **(Fill out and return to court)**.

Service - The delivery of a civil order or document that completes legal service through proper notification, without requiring the physical or legal seizure of a person or property..

Temporary Order for Protection/Notice of Hearing - Legally effective immediately upon being signed by a judge or commissioner. However, law enforcement may not arrest the respondent or

Washougal Police Department

Washougal PD Policy Manual

Civil Process

request criminal charges for violations of the order until there is verified proof that the respondent has been personally served with the order. Once personal service is completed, the respondent is subject to arrest or criminal charges for any subsequent violations **(Needs to be SERVED)**.

312.1.3 ERPO-SPECIFIC DEFINITIONS

Ex-Parte Order - A temporary court order issued without prior notice to the respondent, typically when there is an immediate and significant danger that the respondent may harm themselves or others—particularly through the possession, control, purchase, or receipt of firearms. This order is often associated with ERPOs or other protective actions. An Ex-Parte Order is valid for up to 14 days, during which time a formal hearing must be held. Following the hearing, the court may issue a final order, which may remain in effect for up to one year.

Extreme Risk Protection Order (ERPO) - either a temporary or final order granted by the court.

Family or Household Member:

- Persons related by blood, marriage, or adoption;
- Dating partners;
- Persons with a child in common, regardless of whether such persons have been married or have lived together;
- Persons who reside or have resided together within the past year;
- Domestic partners;
- Persons in a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren; and
- Persons acting or have acted as the respondent's legal guardian.

Petitioner - The person who asks the court to issue the ERPO. The Petitioner can be either a family member or law enforcement.

Respondent - The individual named in an ERPO who, upon issuance of the order, is legally prohibited from possessing, accessing, purchasing, or receiving firearms, and is required to surrender any existing firearms and their concealed pistol license (CPL).

312.2 POLICY

The Washougal Police Department provides assistance to the functions of courts by attempting to provide effective service of court-ordered civil process documents. The Clark County Sheriff's Office or civilian process servers serve most civil process documents.

Washougal police officers will only become involved with the service of civil process under a limited number of circumstances:

- Court orders issued by courts of jurisdiction specifically directing a police action
- Domestic Violence Orders where the party to be served resides within the city boundaries of Washougal

Washougal Police Department

Washougal PD Policy Manual

Civil Process

- Subpoenas stemming from WPD cases issued through Camas/Washougal Municipal Court or the Clark County Court System and at the court or prosecutor's request

Unless directed by a supervisor, Washougal police officers will not become involved with the service of civil process related to:

- Civil actions related to evictions and non-criminal landlord/tenant disputes
- Subpoenas for other agencies or from courts other than Camas/Washougal Municipal Court or the Clark County Court system
- Court orders absent specific orders for police action or wherein the court lacks jurisdiction. (i.e. divorce papers, parenting plans or modifications to either of those types of documents)

The Washougal Police Department will not retain court order documents for future service. If the petitioner is aware that the respondent will not be present or is unavailable for an extended period, the petitioner shall be advised to return with the paperwork at a later time when the respondent is known to be home.

312.3 SERVICE PROCEDURE

- (a) The Washougal Police Department receives a "packet" requesting service of court-ordered civil process documents which meets the requirements listed above (See 321.2(A)).
 - (a) The "Packet" is received by the administrative assistant and examined to determine if the order meets all the requirements for service:
 - i. Signed by a Judge/Commissioner (required)
 - ii. Law Enforcement Information Sheet (required)
 - iii. Return of Service Sheet (required)
 - iv. Temporary Order for Protection with a petition for Order for Protection (may be included)
 - v. Permanent Order for Protection (may be included)
 - vi. Notice of Hearing (may be included)
 - vii. Re-issuance of Temporary Order for Protection with a copy of the original Temporary Order for Protection (may be included)
 - viii. Other less common forms, (e.g., Modification Order or Application for Modification Order; Order Transferring Action to Superior Court; Order to Surrender Weapons)
 - (b) Packet is then logged into the "log book" containing the court cause number, date and time received, date and time assigned, police report case number, and date and time the order was served. The intent of the "log book" is to provide a quick reference for tracking the status of incoming orders
 - (c) A copy of the "Packet" is made:

Washougal Police Department

Washougal PD Policy Manual

Civil Process

- i. Original "service copy" is placed into a yellow case jacket for delivery to the sergeant
 - ii. Copy is also placed in the yellow case jacket stamped "COPY". This copy can then be placed into the protection order folder for future reference if needed
- (b) The yellow case jacket along with the supporting documents are then placed into the sergeant admin box to be reviewed by the on-duty sergeant for assignment:
 - (a) Sergeant will be required to check the admin box regularly for incoming paperwork
 - (b) Sergeant will then receive the packet and double check to confirm all the necessary paperwork is in order (see above)
 - (c) Sergeant will then assign the "packet" for service by a patrol officer
 - (d) Sergeant has the discretion to serve the paperwork themselves if needed
- (c) "Packet" is received by the assigned patrol officer:
 - (a) Officer is required to assign a case number and place on the case jacket. Fill in the required police report base case in preparation for serving the order. Label the case "PAPER SERVICE"
 - (b) Officer is required to look over paperwork to determine its contents and what needs to be served and what needs to be retained
 - (c) Review the Law Enforcement Information Sheet **(NOT SERVED)** for officer safety information and a physical description of the respondent. If an order to surrender a firearm or concealed pistol license (CPL) is included, refers to "Court-Ordered Surrendered Firearm" listed in this procedure.
 - (d) Check the respondent in WACIC and NCIC to check if:
 - i. The order has already been served
 - ii. There are outstanding warrants
 - iii. Hazard flags are associated with the respondent or address
 - iv. The respondent has two or more convictions for violating court orders, (the third violation is a felony)
 - (e) Verify the packet includes a Return of Service sheet. If not, obtain one from the Department Forms or from the department FORMS folder on the network.
 - (f) Check the date of the Temporary Order for Protection to ensure the order has a judicial signature and the hearing date has not expired
 - i. If the hearing date has expired or the order is unsigned, complete the police report with your findings and send the packet to the on-duty sergeant, noting the problem in your report
 - (g) Check the Permanent Order for Protection to ensure the order has a judicial signature and has not expired

Washougal Police Department

Washougal PD Policy Manual

Civil Process

- i. The effective date is usually on page one of the order above the judicial signature. If the effective date has expired or the order is unassigned, complete the police report with your findings and send the packet to the sergeant, noting the problem in your report.

312.4 IMPORTANT CONSIDERATIONS

Officers assigned to serve a court order on a respondent will:

1. Verify that the correct person is being served
2. Give the respondent copies of all the forms EXCEPT:
 - (a) Law Enforcement Information sheet
 - (b) Motion and Order for Waiver of Fees (if in packet)
 - (c) Return of Service sheet
3. If the petitioner is present, remain on the scene to ensure the petitioner's safety
4. If the order is served at the petitioner's home, the officer will remain on-scene until the respondent departs
5. If the order is served at the respondent's home, the officer will remain on-scene until the petitioner departs
6. If the order is served at a third party location, the officer will remain on-scene until either the respondent or the petitioner depart
7. If the only option is to serve the order at the respondent's place of employment;
 1. First make every effort to try and serve the order someplace other than the respondent's place of employment
 2. Before attempting service at the place of employment, obtain written permission from the business owner or manager
8. Complete and sign the Return of Service sheet and mark the appropriate boxes with an "X" for each document served. Note: The title is located in the upper right corner of each document.
9. Complete a police report whether or not service was completed
10. If service was not completed by the assigned officer prior to their scheduled days off or due to sickness:
 1. Return the entire packet to the sergeant admin box for re-assignment
 2. Document the date/time of **ALL** attempted services in your police report
11. If attempted service (minimum 2 attempts):
 1. Complete and sign the Return of Service
 2. Document the reason the order was not served on the Return of Service and in your report
12. If the order was served, then return these items to the sergeant for review/approval:

Washougal Police Department

Washougal PD Policy Manual

Civil Process

- (a) Law Enforcement Information sheet
 - (b) Motion/Order for Waiver of Fees (if in packet)
 - (c) Completed/signed Return of Service sheet
13. If the respondent is served on a weekend or after hours, email the "Return of Service" sheet to CCSO Records at criminalrecords@clark.wa.gov so the appropriate entry can be updated in WACIC/NCIC.
- 1. If the court order is from another county (other than Clark County SO), email the return of service to the appropriate agency/county so entry can be updated in WACIC/NCIC
 - 2. Retain a copy of the email transmittal confirmation and include with the report

312.5 OFFICER SERVING A PROTECTION OR ANTI-HARASSMENT ORDER DURING AN INVESTIGATION

If during the investigation of a violation of a Protection Order or Anti-Harassment Order, and the officer determines that the respondent has not been served, the officer will:

- (a) Serve the order to the respondent
- (b) Complete a police report and "Return of Service" form
- (c) Email the "Return of Service" to CCSO Records
- (d) Attempt to obtain a copy of the order for the petitioner;
 - (a) If you are unable to obtain a copy of the order for the petitioner and the petitioner's copy is served on the respondent, give the petitioner a business card noting the service, plus the court cause number, issuing court, and type of order
 - (b) Advise the petitioner to obtain another copy from the issuing court

312.6 OFFICER COMPLETING A POLICE REPORT FOR A VIOLATION OF A COURT ORDER

When writing a police report for a Violation of a Court Order, officers will:

- (a) Articulate in the narrative the manner in which the suspect violated the order
- (b) Document information about the order in the narrative to include:
 - (a) Type of Court Order
 - (b) Which court issued the order
 - (c) The Court Order number and issue date
- (c) Document in the narrative how service was verified or that the respondent had knowledge of the order:
 - 1. Computer verification through WACIC
 - 2. Notation on petitioner's copy of the order or other receipt
 - 3. Prior police reports

Washougal Police Department

Washougal PD Policy Manual

Civil Process

4. Records Advised of Service

- (d) Document in the narrative any statements made by the petitioner reference the order or knowledge of the order

312.7 PATROL SERVICE OF ORDER TO SURRENDER FIREARM AND/OR CPL

On occasion patrol will be required to serve an order to surrender a firearm and/or CPL during the course of serving a court order.

Administrative assistant:

- (a) Verify the order.
- (b) Collection of the "Packet" and necessary documentation as described in 321.3.

Sergeant:

- (a) Verify the order. Evaluate the incident using the Warrant Risk Assessment Matrix (See "Risk Assessment Form.doc" located in the forms folder on the WPD network) and follow instructions on the matrix.
- (b) Other factors that determine the risk associated with a court order:
 - 1. Prior assault (domestic violence and non-domestic violence)
 - 2. Prior assault or threat against children
 - 3. Prior assault against law enforcement
 - 4. Physical violence or sexual harm toward victim
 - 5. Threat to harm or kill victim
 - 6. Conviction involving violent acts
 - 7. Firearms convictions
 - 8. History of crimes involving alcohol or substance abuse
 - 9. Violence against pets
 - 10. Behavioral crisis incidents indicative of dangerousness to self or others
- (c) If Patrol will serve the order, attach the completed matrix to the order and assign the service of the order to the officer.
- (d) Retrieve the packet from the administrative assistant and assign a patrol officer the responsibility of attempting to serve the packet.

Assigned patrol officer:

- (a) Read the court order thoroughly
- (b) Verify that the correct person is being served
- (c) If the respondent is served in the petitioner's presence, take reasonable steps to ensure the petitioner's safety (Washburn v. Federal Way, 178 Wn.2d 732 (2013)).
- (d) Document steps taken to ensure petitioner's safety. The steps may include:

Washougal Police Department

Washougal PD Policy Manual

Civil Process

- (a) If the order is served at the petitioner's home, the officer will remain on-scene until the respondent departs
- (b) If the order is served at the respondent's home, the officer will remain on-scene until the petitioner departs
- (c) If the order is served at a third party location, the officer will remain on-scene until either the respondent or the petitioner departs
- (d) If the petitioner has provided information that there are other firearms to which the respondent has access, the officer will obtain them or will remain with the respondent if additional assistance is needed to obtain them
- (e) Attempt to determine if the respondent understands the order
- (f) Give the respondent copies of all the forms EXCEPT
 - 1. Law Enforcement Information sheet
 - 2. Motion and Order for Waiver of Fees (if in packet)
 - 3. Return of Service sheet
- (g) Request that the respondent immediately surrender all firearms in their custody, control, or possession and any concealed pistol license (CPL) issued under RCW 9.41.070
- (h) If respondent is not physically located where their firearms and CPL are located, in order to reduce risk of lethality and harm, attempt to transport or follow respondent to retrieve the firearms. The intent of the law is to safeguard possible victims. There is an allowed 48 hour surrender period for firearms which are not in the immediate vicinity of the service of the order; however only in rare circumstances should the respondent be given up to 48-hours to surrender firearm(s) and CPL to the LEA.
- (i) Explain to the respondent this is a temporary court order, restricting the firearms and provide options on court appearance to contest restrictions
- (j) If the respondent refuses to surrender firearms and/or CPL, advise the respondent that possessing or acquiring a firearm or CPL is prohibited and that violating the order may subject the respondent to criminal and civil penalties
- (k) If respondent still refuses, check with a supervisor to determine the best available options
- (l) Take possession of all firearms belonging to the respondent surrendered, in plain sight, or discovered under a lawful search and the CPL
- (m) Take possession of all firearms, ammunition, and CPL belonging to the respondent surrendered, in plain sight, or discovered under a lawful search
- (n) If the service is for an ERPO (Extreme Risk Protection Order), and the officer is unable to seize the firearm, the respondent has 48 hours to surrender the firearm to law enforcement
- (o) Instruct the respondent to call 911 and arrange to surrender the firearm(s)

Washougal Police Department

Washougal PD Policy Manual

Civil Process

- (p) Provide the respondent a receipt identifying all firearms surrendered, and either the proof of surrender or non-surrender form as appropriate
- (q) Complete Return of Service form;
 - 1. Mark all appropriate boxes for each document
 - 2. Note on the return of service form any other information observed regarding threat of harm or risk that would be important for the court to be aware of at the hearing, such as threats made by the respondent or other behaviors or evidence observed by the officer
 - 3. Sign and dates the form
- (r) Complete a police report supplemental
- (s) Complete a property report listing all firearm(s) and CPL
- (t) Submit the firearms to the Evidence Unit
- (u) Email "Return of Service" to advise date/time of service
- (v) Keep a copy of the email Confirmation
- (w) Mail a copy to the petitioner (if requested by the petitioner)

312.8 SERVICE OF ERPOS

- (a) The Department will provide personal service of the notice of hearing and petition to the respondent not less than five court days prior to the hearing.
- (b) The Department must, if requested, provide prior notice of the return of a firearm to a respondent to family or household members of the respondent in the manner provided in RCW 9.41.340 and 9.41.345.
- (c) Service of an ERPO will take priority over other orders needed to be served, unless the other orders are of a similar emergency nature and those respondents present an equivalent or greater risk of harm if not immediately served.
- (d) Service is not considered valid unless the respondent is personally served, or unless the court specifies otherwise.
- (e) The first attempt at service will occur within 24 hours of receiving the order and service packet (RCW 7.105.155(3)).
 - (a) If the first attempt failed, at least three attempts will be made to serve the order. If the order was determined to be a high risk, additional attempts at service will be made.
- (f) Each attempt at service is noted in a report along with the service packet, with the date, time, address, officer's/detective's name, and reason service was not completed.
- (g) Court orders that have expired or are unsigned will not be served.
- (h) Officers will screen with a sergeant, any order received from an outside agency, presented at a department or directly to an officer
 - (a) See above section: Patrol Service of Order to Surrender Firearm and/or CPL

Washougal Police Department

Washougal PD Policy Manual

Civil Process

312.9 DOCUMENTATION AND PETITION FOR ERPOS

When an officer encounters a situation where an ERPO may be appropriate, the officer will record the incident in a police report with information supporting the pursuit of an ERPO.

- (a) Patrol officers may work with the sergeant to pursue an ERPO following the procedures of this policy.
- (b) Sergeant will generally be responsible for pursuing an ERPO when appropriate and for handling all administrative requirements of the order. (See below section: Duties Regarding ERPOs).

312.10 DUTIES REGARDING ERPOS

Patrol officers:

- (a) Identify a situation where an ERPO may be appropriate.
- (b) If encountering a person where an ERPO may assist their situation, explain to the person what an ERPO is and how to obtain one at the Clark County Courthouse.
- (c) If encountering a situation that requires a primary investigation, complete a police report and the LEA Addendum.
- (d) Articulate facts supporting the ERPO in the report and thoroughly complete the LEA Addendum.
- (e) With the approval of their sergeant, seek the petition for an EPRO by following the steps below (ERPO Process).

Sergeants:

- (a) Screen and approve all associated reports.
- (b) Determine if petitioning for an ERPO is appropriate.

312.11 ERPO PROCESS

When completing an ERPO petition the Law Enforcement officer will:

- (a) Access the required forms Extreme Risk Protection Order Forms (<http://www.courts.wa.gov/forms/?fa=forms.contribute&formID=106>)
- (b) Completes a petition and the LEA Addendum (if not completed by patrol) that contains:
 - (a) A detailed explanation why the respondent poses a significant danger of injuring self or others by having in their custody or control, purchasing, possessing, or receiving a firearm.
 - (b) Identify the number, types, and locations of any firearms the officer believes to be in the respondent's current ownership, possession, custody, or control;
 - (c) Identify whether a known existing protection order governs the respondent.
 - (d) Make the address of record on the petition "Washougal Police Department, 1320 A Street, Washougal WA. 98671".
 - (e) If the petition states that disclosure of the petitioner's address would risk harm to the petitioner or any member of the petitioner's family or household, the

Washougal Police Department

Washougal PD Policy Manual

Civil Process

petitioner's address may be omitted from all documents filed with the court. If the petitioner has not disclosed an address, the petitioner must designate an alternative address at which the respondent may serve notice of any motions. If the petitioner is a Law Enforcement officer or agency, the address of record must be that of the law enforcement agency.

- (c) Complete the required information on the Return of Service and the Extreme Risk Protection Order or Temporary Extreme Risk Protection Order-Without Notice. Makes sure every box is marked for each document showing service was complete.
- (d) Submit the completed forms to the Superior Court clerk at the Clark County Courthouse.
 - (a) The clerk will assign the petition a case number and provide a date and time for the hearing.
 - (b) If a temporary order is not sought, the court may take up to 14 days to issue the order.
- (e) Once the order is signed by a judge, submit the paperwork back to the court clerk who will enter the order and provide certified copies.
- (f) Compile copies of any paper documents from the investigation:
 - (a) Route original paper documents to administrative assistant through normal distribution processes.
- (g) Make a good faith effort to provide notice to a family or household member of the respondent and to any known third party who may be at risk of violence.
 - (a) The notice must state that the petitioner intends to petition the court for an ERPO or has already done so, and includes referrals to appropriate resources, including mental health, domestic violence, and counseling resources.
 - (b) The petitioner must attest in the petition to having provided such notice, or attest to the steps that will be taken to provide such notice.
 - (c) Record in the police report or supplemental, where and when and any attempts to notify the involved parties
- (h) If an ex-parte ERPO is sought and given, serve the order.
 - (a) See above section: Patrol Service of Order to Surrender Firearm and/or CPL

312.11.1 ADDITIONAL CONSIDERATIONS FOR ERPO PETITIONS

- (a) A recent act or threat of violence by the respondent against self or others, whether or not such violence or threat of violence involves a firearm;
- (b) A pattern of acts or threats of violence by the respondent within the past twelve months including, but not limited to, acts or threats of violence by the respondent against self or others;
- (c) A violation by the respondent of a protection order or a nocontact order issued under chapter 7.90, 7.92, 10.14, 9A.46, 10.99, 26.50, or 26.52 RCW;
- (d) A previous or existing extreme risk protection order issued against the respondent;

Washougal Police Department

Washougal PD Policy Manual

Civil Process

- (e) A violation of a previous or existing extreme risk protection order issued against the respondent;
- (f) A conviction of the respondent for a crime that constitutes domestic violence as defined in RCW 10.99.020;
- (g) The respondent's ownership or access to, or intent to possess firearms;
- (h) The unlawful or reckless use, display, or brandishing of a firearm by the respondent;
- (i) The history of use, attempted use, or threatened use of physical force by the respondent against another person, or the respondent's history of stalking another person;
- (j) Any prior arrest of the respondent for a felony offense or violent crime;
- (k) Corroborated evidence of the abuse of controlled substances or alcohol by the respondent; and
- (l) Evidence of recent acquisition of firearms by the respondent.

Search and Seizure

313.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Washougal Police Department personnel to consider when dealing with search and seizure issues.

313.2 POLICY

It is the policy of the Washougal Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

313.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

313.3.1 RESTRICTIONS ON CELL SITE SIMULATOR USE

A member may only install or use a pen register, trap and trace device, or cell site simulator device with a supporting court order or when there is both coordination with a prosecuting attorney

Washougal Police Department

Washougal PD Policy Manual

Search and Seizure

and joint determination of probable cause to believe an emergency situation exists that involves immediate danger of death or serious bodily injury to a person. A court order must be obtained within 48 hours after installation of the pen register, trap and trace device, or cell site simulator device when an emergency situation exists (RCW 9.73.260).

313.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 1. Another officer or a supervisor should witness the search.
 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

313.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Washougal Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Washougal Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

Members of the Washougal Police Department shall notify the Washington State Department of Social and Health Services (DSHS) when there is reasonable cause to believe that abandonment, abuse, financial exploitation, or neglect of a vulnerable adult has occurred. Members shall also notify DSHS when there is reason to suspect sexual assault or physical assault or reasonable cause to believe that an act has caused fear of imminent harm. The Medical Examiner shall also be notified when there is reason to suspect that the death of a vulnerable adult was caused by abuse, neglect, or abandonment by another person (RCW 74.34.035).

For purposes of notification, the following definitions apply (RCW 74.34.020):

- Abandonment is action or inaction by a person or entity with a duty of care for a vulnerable adult that leaves the person without the means or ability to obtain necessary food, clothing, shelter, or health care.
- Abuse is intentional, willful, or reckless action or inaction that inflicts injury, unreasonable confinement or restraint, sexual abuse, physical abuse, financial exploitation, mental abuse, intimidation, or punishment.
- A vulnerable adult is a person who meets any of the following criteria:
 - (a) Is 60 years or older and who has the functional, mental, or physical inability to care for oneself.
 - (b) Is found by the superior court to be incapacitated under RCW 11.130.005 et seq.
 - (c) Has a developmental disability as defined under RCW 71A.10.020.
 - (d) Is admitted to any facility as defined in RCW 74.34.020 (e.g., assisted living facility, nursing home, other facility licensed by DSHS).

Washougal Police Department

Washougal PD Policy Manual

Adult Abuse

- (e) Is receiving services from an individual provider or licensed home health, hospice, or home care agency.
- (f) Self-directs self-care, and receives services from a personal aide under RCW 74.39.001 et seq.

314.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (RCW 74.34.035):

- (a) All notification to DSHS shall be made immediately or as soon as practicable by telephone.
- (b) Information provided shall include, if known:
 - 1. The name and address of the person making the report.
 - 2. The name and address of the vulnerable adult.
 - 3. The name and address of the facility or agency providing care for the vulnerable adult.
 - 4. The name and address of the legal guardian or alternate decision maker.
 - 5. The nature and extent of the abandonment, abuse, financial exploitation, neglect, or self-neglect.
 - 6. Any history of previous abandonment, abuse, financial exploitation, neglect, or self-neglect.
 - 7. The identity of the alleged perpetrator, if known.
 - 8. Any other information that may be helpful in establishing the extent of abandonment, abuse, financial exploitation, neglect, or the cause of death of the deceased vulnerable adult.

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.
- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians, and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated. If the investigation reveals that a crime may

Washougal Police Department

Washougal PD Policy Manual

Adult Abuse

have been committed, the proper county prosecutor or city attorney shall be provided a written report of the incident (RCW 74.34.063(3)).

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom they made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries, or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse, and investigated similarly.

314.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for oneself, the officer should make reasonable attempts to contact DSHS. Generally, removal of an adult abuse victim from the abuse victim's family, guardian, or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from the abuse victim's family or guardian without a court order only when no other effective alternative is reasonably available, and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to DSHS.

Washougal Police Department

Washougal PD Policy Manual

Adult Abuse

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian, or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim, and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without their consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - (a) A reasonable belief that medical issues of the adult need to be addressed immediately.
 - (b) A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - (c) The alleged offender is a family member or guardian, and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency, or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency, or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

Washougal Police Department

Washougal PD Policy Manual

Adult Abuse

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Detectives supervisor should:

- (a) Work with professionals from the appropriate agencies, including DSHS, other law enforcement agencies, medical service providers and local prosecutors, to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Detectives supervisor that they have responded to a drug lab or other narcotics crime scene where an adult abuse victim is present, or where evidence indicates that an adult abuse victim lives.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present, or where there is evidence that an adult abuse victim lives should:

- (a) Document the environmental, medical, social, and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Detectives supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

Washington requires or permits the following:

314.10.1 ARREST WITHOUT WARRANT

When an officer has confirmed that a valid court order for protection, including a temporary order, exists and has probable cause to believe that a person has violated that order, the officer has the authority to arrest the person without a warrant (RCW 10.31.100).

314.10.2 RECORDS SECTION RESPONSIBILITIES

The Records Section is responsible for:

- (a) Providing a copy of the adult abuse report to DSHS as required by law.
- (b) Retaining the original adult abuse report with the initial case file.

Washougal Police Department

Washougal PD Policy Manual

Adult Abuse

314.10.3 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (RCW 74.34.035(9); RCW 74.34.095).

314.10.4 PROTECTIVE ORDERS

In any situation which an officer reasonably believes that a vulnerable adult has been abused, abandoned, or subjected to financial exploitation or neglect, or threatened with such actions, the officer should obtain a protective order against the person alleged to have committed or threatened such abuse pursuant to RCW 74.34.110 or RCW 7.105.100.

314.11 TRAINING

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

Discriminatory Harassment

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY

The Washougal Police Department is an equal opportunity employer, and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment including sexual harassment and retaliation. The Department will not tolerate discrimination against employees in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy, or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 DEFINITIONS

Definitions related to this policy include:

315.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

Washougal Police Department

Washougal PD Policy Manual

Discriminatory Harassment

315.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

315.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and Washington State Human Rights Commission guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 RESPONSIBILITIES

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Human Resources Director, or the City Manager.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment or discrimination, is

Washougal Police Department

Washougal PD Policy Manual

Discriminatory Harassment

encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

315.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Human Resources Director, or the City Manager for further information, direction, or clarification.

315.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief of Police or the Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

315.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all

Washougal Police Department

Washougal PD Policy Manual

Discriminatory Harassment

complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

315.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The member assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Human Resources Director, or the City Manager.

315.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- (a) Approved by the Chief of Police, the City Manager, or the Human Resources Director, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

Washougal Police Department

Washougal PD Policy Manual

Discriminatory Harassment

315.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

315.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department. In addition, all members shall receive periodic training on the requirements of this policy.

Child Abuse

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Washougal Police Department members are required to notify the Department of Children, Youth, and Families, Child Protective Services (CPS) of suspected child abuse.

316.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency.

316.2 POLICY

The Washougal Police Department will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

316.3 MANDATORY NOTIFICATION

Members of the Washougal Police Department shall notify CPS when a report of abuse or neglect of a child is received or when there is reasonable cause to believe that a child has suffered abuse or neglect (RCW 26.44.030).

For purposes of notification, abuse or neglect of a child includes sexual abuse, sexual exploitation, female genital mutilation, and human trafficking; injury inflicted by any person under circumstances that cause harm to the child's health, welfare, or safety, excluding lawful discipline; and the negligent treatment or maltreatment by a person who is responsible for, or providing care to, a child (RCW 26.44.020).

Officers shall promptly notify CPS whenever a child under 16 years of age is in a vehicle being driven by the child's parent, guardian, legal custodian, sibling, or half-sibling and that person is being arrested for a drug or alcohol-related driving offense (RCW 46.61.507).

If, during an investigation of drug manufacturing, an officer discovers that a child is present at the investigation site, the officer shall notify CPS immediately (RCW 26.44.200).

316.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (RCW 26.44.030(5)):

- (a) In emergency cases, notification to CPS should be made immediately when the child's welfare is endangered but in all such cases within 24 hours.

Washougal Police Department

Washougal PD Policy Manual

Child Abuse

- (b) In non-emergency cases, notification to CPS shall be made within 72 hours after a report is received.
- (c) Notification, when possible, should include (RCW 26.44.040):
 - 1. The name, address and age of the child.
 - 2. The name and address of the child's parents, stepparents, guardians or other persons having custody of the child.
 - 3. The nature and extent of the alleged injury or injuries.
 - 4. The nature and extent of the alleged neglect.
 - 5. The nature and extent of the alleged sexual abuse.
 - 6. Any evidence of previous injuries, including the nature and extent of the injury.
 - 7. Any other information that may be helpful in establishing the cause of the child's death, injury or injuries, and the identity of the alleged perpetrator or perpetrators.
- (d) The Department shall forward all case dispositions to CPS.

316.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Conduct interviews in child appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies, and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians, and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (RCW 26.44.180).

316.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

Washougal Police Department

Washougal PD Policy Manual

Child Abuse

- (c) Any relevant statements the child may have made and to whom the child made the statements.
- (d) If a child was taken into protective custody, the reasons, the name, and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (k) Applicable local protocol regarding child abuse investigations (RCW 26.44.185).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

316.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact CPS. Generally, removal of a child from the child's family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to CPS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (RCW 26.44.050):

- (a) A court order has been issued authorizing the removal of the child.
- (b) There is probable cause to believe that taking the child into custody is necessary to prevent imminent physical harm to the child due to child abuse or neglect, including that which results from sexual abuse, sexual exploitation, a high-potency synthetic opioid (e.g., fentanyl), or a pattern of severe neglect, and that the child would be

Washougal Police Department

Washougal PD Policy Manual

Child Abuse

seriously injured or could not be taken into custody if it were necessary to first obtain a court order (e.g., the child could be taken and concealed).

316.7 INTERVIEWS

316.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

316.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

316.7.3 TRAINING REQUIREMENT

Only those members who have successfully completed Washington State Criminal Justice Training Commission (WSCJTC) sponsored training on interviewing child victims of sexual abuse shall participate in or conduct such interviews. Interviews of children who are suspected victims of sexual abuse will be conducted in compliance with the training standards set forth in RCW 43.101.224.

316.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a

Washougal Police Department

Washougal PD Policy Manual

Child Abuse

medical examination, the notified supervisor should consider obtaining a court order for such an examination.

316.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking, or use of narcotics.

316.9.1 SUPERVISOR RESPONSIBILITIES

The Detectives Supervisor should:

- (a) Work with professionals from the appropriate agencies, including CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Detectives Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

316.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Detectives Supervisor so an interagency response can begin.

316.10 STATE MANDATES AND OTHER RELEVANT LAWS

Washington requires or permits the following:

316.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (RCW 42.56.240).

Records and information may be made available to multidisciplinary investigative team members as necessary for the performance of the member's duties as a member of the team. Members receiving records and information are subject to the same privacy and confidentiality restrictions as the person providing the information or records (RCW 26.44.175).

Washougal Police Department

Washougal PD Policy Manual

Child Abuse

316.10.2 ARREST WITHOUT WARRANT

When an officer responds to a call alleging that a child has been subjected to sexual or physical abuse or criminal mistreatment and has probable cause that a crime has been committed, or the officer responds to a call alleging that a temporary restraining order or preliminary injunction has been violated, they have the authority to arrest the person without a warrant (RCW 10.31.100; RCW 26.44.130).

316.10.3 CASE SUBMISSION TO PROSECUTOR

The Washougal Police Department shall forward all cases of child abuse to the appropriate prosecutor when a crime may have been committed and (RCW 26.44.030):

- (a) A child has died or has had a physical injury.
- (b) Injuries were inflicted upon a child other than by accidental means.
- (c) A child has been subjected to alleged sexual abuse.

316.10.4 AGENCY COORDINATION

If this department responds to a complaint of alleged child abuse and discovers that another agency has also responded to the complaint, this department shall notify the other agency of its presence. The agencies shall coordinate the investigation and keep each other apprised of progress (RCW 26.44.035).

316.10.5 LOCAL CHILD ABUSE PROTOCOLS

The Detectives Supervisor should ensure that local child abuse protocols for the investigation of child abuse are available to those department members who have a role in child abuse investigations (RCW 26.44.185).

316.10.6 CONFLICT OF INTEREST IN INVESTIGATIONS

An officer shall not participate as an investigator in a child abuse case concerning a child for whom they are, or have been, a parent, guardian or foster parent (RCW 26.44.190).

316.10.7 CHILD FATALITY INVESTIGATIONS

The Department should cooperate with any local health department child fatality investigation (RCW 70.05.170).

316.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.

Washougal Police Department

Washougal PD Policy Manual

Child Abuse

- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.
- (g) Recognizing abuse that requires mandatory notification to another agency.

Missing Persons

317.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

317.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - Includes persons who:

- (a) Are 13 years of age or younger.
- (b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:
 - 1. Out of the zone of safety for their chronological age and developmental stage
 - 2. Mentally or behaviorally disabled
 - 3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening
 - 4. Absent from home for more than 24 hours before being reported to law enforcement as missing
 - 5. In a life-threatening situation
 - 6. In the company of others who could endanger their welfare
 - 7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
 - 8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the National Missing and Unidentified Persons System (NamUs), and the Washington Crime Information Center (WACIC).

317.2 POLICY

The Washougal Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Washougal Police Department gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

Washougal Police Department

Washougal PD Policy Manual

Missing Persons

317.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Detectives supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (RCW 43.43.876)
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

317.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

317.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast "Be on the Look-Out (BOLO) bulletin" if the person is under 16 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 16 years of age or may be at risk.
- (e) Ensure that entries are made into the appropriate missing person networks:
 1. Immediately, when the missing person is at risk.
 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable according to the facts.
- (g) Collect and/or review:

Washougal Police Department

Washougal PD Policy Manual

Missing Persons

1. A photograph and fingerprint card of the missing person, if available.
 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier (RCW 80.36.570).
1. Information may only be sought from a carrier in an emergency situation that involves the risk of death or serious physical harm.
 2. Members shall check NCIC and other available databases for a history of domestic violence or court order restricting contact and verify through the Washington State Patrol (WSP) that the missing person is not participating in the address confidentiality program under RCW 40.24.030 et seq. Information obtained from NCIC, other databases, or WSP shall not be released except by court order.
 3. Information received from a carrier is restricted and should only be released to first responders responding to the emergency situation.
- (i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- (j) Consider contacting the WSP Missing and Exploited Children's Task Force (MECTF) if additional resources are needed (RCW 13.60.110).

317.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

317.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not be limited to:

- (a) Reviewing and approving missing person reports upon receipt.
 1. The reports should be promptly sent to the Records Section.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.

Washougal Police Department

Washougal PD Policy Manual

Missing Persons

- (e) Ensuring that records have been entered into the appropriate missing persons networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

317.6.2 RECORDS SECTION RESPONSIBILITIES

The responsibilities of the Records Section receiving member shall include but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to Detectives.
- (e) Coordinating with the NCIC Terminal Contractor for Washington to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

317.7 DETECTIVES FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph.
 - 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information, if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.
- (c) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (d) Shall verify and update WACIC, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

Washougal Police Department

Washougal PD Policy Manual

Missing Persons

- (f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (g) Should make appropriate inquiry with the Medical Examiner.
- (h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.
- (i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the WSP Missing and Unidentified Persons Unit (MUPU) and enter the photograph into applicable missing person networks (34 USC § 41308).
- (j) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

317.7.1 MISSING OVER 30 DAYS OR WHEN CRIMINAL ACTIVITY SUSPECTED

When a person reported missing has not been found within 30 days of the report or at any time when criminal activity is suspected, the handling detective shall contact the county coroner or medical examiner to determine if that office has any information concerning the missing person. If, after conferring with the coroner or medical examiner, the person is still determined to be missing, the handling officers shall:

- (a) File a missing person's report with MUPU.
- (b) Initiate the collection of biological samples from the known missing person and their family members for nuclear and mitochondrial DNA testing along with the necessary consent forms, if not previously obtained during the investigation.
- (c) Ask the missing person's family or next of kin to give written consent to request the person's dental records.
 - 1. Whenever possible, obtain diagnostic quality copies or original records of the missing person's dental records. As soon as possible, biological samples shall be submitted to the appropriate lab; dental records shall be submitted to MUPU (RCW 43.43.751; RCW 68.50.320).

In all missing person cases, the assigned detective should attempt contact with the reporting party no less than every 30 days in order to verify the status of the reported missing person. After 12 months, contact with the reporting party should be attempted yearly. All verifications should be reported to WSP via A Central Computerized Enforcement Service System (ACCESS).

317.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

Washougal Police Department

Washougal PD Policy Manual

Missing Persons

The Lead Administrative Assistant should ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to MUPU.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) When a person is at risk, the fact that the person has been found should be reported within 24 hours to MUPU.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

317.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themselves should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File and the NamUs database.
- (c) Use available resources, such as those related to missing persons, to identify the person.

317.9 CASE CLOSURE

The Detectives Supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of Washougal or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

317.10 TRAINING

Subject to available resources, the Operations Captain should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

Washougal Police Department

Washougal PD Policy Manual

Missing Persons

- (a) The initial investigation:
 - 1. Assessments and interviews
 - 2. Use of current resources, such as Mobile Audio Video (MAV)
 - 3. Confirming missing status and custody status of minors
 - 4. Evaluating the need for a heightened response
 - 5. Identifying the zone of safety based on chronological age and developmental stage
- (b) Briefing of department members at the scene.
- (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
- (d) Verifying the accuracy of all descriptive information.
- (e) Initiating a neighborhood investigation.
- (f) Investigating any relevant recent family dynamics.
- (g) Addressing conflicting information.
- (h) Key investigative and coordination steps.
- (i) Managing a missing person case.
- (j) Additional resources and specialized services.
- (k) Update procedures for case information and descriptions.
- (l) Preserving scenes.
- (m) Internet and technology issues (e.g., Internet use, cell phone use).
- (n) Media relations.

Public Alerts

318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

318.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

318.3 RESPONSIBILITIES

318.3.1 MEMBER RESPONSIBILITIES

Members of the Washougal Police Department should notify a supervisor, as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person, or gathering information.

318.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Captain, and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the appropriate Captain.

318.3.3 PUBLIC ALERT REPORTING OFFICER RESPONSIBILITIES

The Chief of Police should designate a public alert reporting officer, who is responsible for:

- (a) Remaining familiar with the protocols for activating, maintaining and cancelling all applicable public alerts.
- (b) Being the point of contact with the Washington America's Missing: Broadcast Emergency Response (AMBER) Alert Advisory Committee.
- (c) Ensuring the Department has members who have completed the appropriate training.

Washougal Police Department

Washougal PD Policy Manual

Public Alerts

318.4 WASHINGTON STATEWIDE AMBER ALERT™ PLAN

The AMBER Alert™ Plan is a voluntary partnership between law enforcement, state government agencies, broadcasters and other participants to rapidly disseminate information to enhance the public's ability to assist in recovering abducted children (RCW 13.60.010).

The Washougal Police Department participates in this partnership and may initiate an AMBER Alert to disseminate information to the public when the criteria for an AMBER Alert are met.

318.4.1 CRITERIA

The following criteria must exist prior to requesting an AMBER Alert:

- (a) The child is under 18 years of age and is known to have been abducted. The child is not a runaway or an abandoned child.
- (b) The abducted child is believed to be in danger of death or serious bodily injury.
- (c) The AMBER Alert activation should occur within four hours of the qualifying event unless circumstances or the timeliness of the information warrant otherwise.
- (d) There must be enough descriptive information to believe that an AMBER Alert activation will assist in the recovery of the child, including:
 - 1. Where the abduction took place.
 - 2. A physical description of the child: height, weight, age, hair color and length, eye color, clothing worn when the child was last seen, and any distinguishing physical characteristics.
 - 3. A physical description of the abductor: height, weight, age, hair color and length, eye color, clothing worn when the suspect last seen, and any distinguishing physical characteristics.
 - 4. Place last seen.
 - 5. Description of the vehicle: color, make, model, license number, approximate year.
- (e) The incident must be reported to and investigated by a law enforcement agency.

318.4.2 PROCEDURE

Should the Patrol Sergeant or on-duty supervisor determine that the incident meets the criteria of the Washington Statewide AMBER Alert Plan, the Patrol Sergeant or on-duty supervisor should:

- (a) Ensure that department protocol is followed regarding approval of the alert.
- (b) Ensure all appropriate documentation is completed.
- (c) Contact the Washington State Patrol (WSP) Communication Center for entry into the Law Enforcement Alerting Portal (LEAP).
- (d) Ensure prompt entry of information into the Washington Crime Information Center (WACIC) and the National Crime Information Center (NCIC) databases.
- (e) Promptly notify the Chief of Police and the appropriate Captain of any AMBER Alert activation.

Washougal Police Department

Washougal PD Policy Manual

Public Alerts

- (f) Ensure the preparation of an initial press release that includes all the information required by the Washington Statewide AMBER Alert Plan, and any other available information that might aid in locating the child, such as:
 - 1. A photograph.
 - 2. Detail regarding location of incident, direction of travel, and potential destinations, if known.
 - 3. Name and telephone number of the Public Information Officer (PIO) or other authorized point of contact to handle media and law enforcement liaison.
 - 4. A telephone number and point of contact for the public to call with leads or information.

318.5 ENDANGERED MISSING PERSON ADVISORY

The Endangered Missing Person Advisory is a voluntary partnership between law enforcement, other government agencies, and local broadcasters to rapidly disseminate information to law enforcement agencies, the media, and the public about a missing and endangered person in circumstances that do not qualify for an AMBER Alert (RCW 13.60.050).

The Washougal Police Department participates in this partnership and may initiate the required notifications whenever a person is reported missing from this jurisdiction and meets the criteria of an Endangered Missing Person.

An endangered missing person advisory may be termed a (RCW 13.60.010):

- (a) "Silver alert" when initiated to assist in the recovery of a missing endangered person age 60 or older.
- (b) "Missing Indigenous person alert" to assist in the recovery of a missing Indigenous person.

318.5.1 CRITERIA

All of the following criteria must exist prior to initiating an Endangered Missing Person Advisory:

- (a) The person is missing under unexplained, involuntary, or suspicious circumstances.
- (b) The person has a developmental disability, is a vulnerable adult, or is believed to be in danger because of age, health, mental or physical disability, in combination with environmental or weather conditions, or is believed to be unable to return to safety without assistance. This also includes a person diagnosed as having Alzheimer's disease or other age-related dementia (RCW 13.60.010).
- (c) There is enough information that could assist the public in the safe recovery of the missing person (e.g., photo or description, clothing worn when last seen, vehicle, location last seen).
- (d) The incident has been reported to and investigated by a law enforcement agency.

318.5.2 PROCEDURE

Should the Patrol Sergeant or on-duty supervisor determine that the incident meets the criteria of an Endangered Missing Person Advisory, the Patrol Sergeant or on-duty supervisor should:

Washougal Police Department

Washougal PD Policy Manual

Public Alerts

- (a) Ensure that department protocol is followed regarding approval of the alert.
- (b) Ensure all appropriate documentation is completed.
- (c) Contact the WSP Communication Center for entry into LEAP.
- (d) Direct Records Section personnel to enter the information into the WACIC and NCIC databases using the proper message key: Missing (MNP), Endangered (EME), or Involuntary (EMI).
- (e) Notify Clark Regional Emergency Services Agency (CRESA) of the advisory and ensure that it is prepared to handle a high volume of telephone calls.
- (f) Ensure that the handling officer attempts to obtain a photograph of the missing person and/or suspect as soon as possible.
- (g) Direct the Records Section to enter the photograph into WACIC and NCIC, then send an email to the WSP Missing Persons Unit (MPU).
- (h) Appoint a PIO to handle the media.
 - 1. The PIO should notify the media through appropriate channels regarding the Endangered Person Advisory. Upon request, the WSP MPU can provide electronic posters with details of the missing person.
 - 2. If the Endangered Missing Person is 21 years of age or younger, NCMEC should be notified as soon as practicable.
- (i) The Records Section personnel should promptly cancel the advisory after an Endangered Missing Person is located by sending an administrative message through A Central Computerized Enforcement Service System (ACCESS), noting that the person has been found.

318.6 BLUE ALERTS

The Blue Alert system is a voluntary cooperation between law enforcement, state government agencies and local broadcasters to enhance the public's ability to assist in locating and apprehending persons suspected of killing or seriously injuring a law enforcement officer (RCW 10.108.030).

The Washougal Police Department participates in this partnership and may initiate a Blue Alert to disseminate information to the public when the criteria for a Blue Alert are met.

318.6.1 CRITERIA

All of the following criteria are required to exist prior to initiating a Blue Alert (RCW 10.108.030):

- (a) The suspect has not been apprehended.
- (b) The suspect poses a serious threat to the public.
- (c) Sufficient information is available to disseminate to the public to assist in locating and apprehending the suspect.
- (d) The release of the information will not compromise the investigation.

Washougal Police Department

Washougal PD Policy Manual

Public Alerts

- (e) The release of the information will not improperly notify an officer's next of kin.

318.6.2 PROCEDURE

Should the Patrol Sergeant or on-duty supervisor determine that the incident meets the criteria of a Blue Alert, the Patrol Sergeant or on-duty supervisor should:

- (a) Direct Records Section personnel to prepare a Blue Alert administrative message through ACCESS. The words, "Blue Alert Advisory" should be included in the title of the message.
- (b) Contact WSP Communications to verify that the advisory was received and, if available, provide the suspect's vehicle information and request the Washington State Department of Transportation (WSDOT) to activate variable message signs.
- (c) Ensure that descriptive information about the suspect, the suspect's whereabouts, and the suspect's method of escape is disseminated.
- (d) Appoint a PIO to issue press releases and handle media inquiries.
 - 1. The PIO should be updated continually and be in constant contact with all media outlets to obtain maximum media exposure, provide updates, and cancel the Blue Alert when appropriate.
- (e) Notify Clark Regional Emergency Services Agency (CRESA) of the Blue Alert and ensure that it is prepared to handle a high volume of telephone calls.
- (f) Ensure that a press release is issued cancelling the Blue Alert.

318.7 HIT-AND-RUN ALERTS

The Hit-and-Run Alert system is a program of cooperation among state, local, and tribal law enforcement agencies and WSDOT to enhance the ability to identify and recover a fleeing vehicle involved in a serious injury or fatality hit-and-run collision.

318.7.1 CRITERIA

All of the following criteria must exist prior to initiating a Hit-and-Run Alert:

- (a) A hit-and-run collision resulting in serious injury or death occurred (RCW 46.52.020).
- (b) Enough descriptive information is available to assist in locating the suspect vehicle, such as a full or partial license plate, a description of the vehicle and any possible damage to it, location, or direction of travel when last seen.
- (c) The incident has been reported and is being investigated by a law enforcement agency.

318.7.2 PROCEDURE

Should the Patrol Sergeant or on-duty supervisor determine that the incident meets the criteria of a Hit-and-Run Alert, the Patrol Sergeant or on-duty supervisor should:

- (a) Ensure that department protocol is followed regarding approval of the alert.
- (b) Ensure the appropriate form is completed.

Washougal Police Department

Washougal PD Policy Manual

Public Alerts

- (c) Email the form to the WSP Hit-and-Run Alert Activation Team and immediately call the Team to discuss the activation.
- (d) Notify Clark Regional Emergency Services Agency (CRESA) of the advisory and ensure that it is prepared to handle a high volume of telephone calls.
- (e) Appoint a PIO to handle media inquiries.

The Records Section personnel should promptly cancel the alert when no longer needed by sending an email to the WSP Hit-and-Run Alert Activation Team.

Victim Witness Assistance

319.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

319.2 POLICY

The Washougal Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Washougal Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

319.3 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct them to the proper written department material or available victim resources.

319.3.1 RIGHT OF IMMEDIATE MEDICAL ASSISTANCE

Victims have the right to immediate medical assistance and should not be detained for an unreasonable length of time before having such assistance administered. The officer may accompany the victim to a medical facility to question the victim about the criminal incident if the questioning does not hinder the administration of medical assistance (RCW 7.69.030).

319.4 VICTIM INFORMATION

The Administrative Captain shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims including domestic violence and sexual assault victims.
- (b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; RCW 70.125.110).
- (c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (d) A clear explanation of relevant court orders and how they can be obtained.
- (e) Information regarding available compensation for qualifying victims of crime.
- (f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check

Washougal Police Department

Washougal PD Policy Manual

Victim Witness Assistance

on an offender's custody status and to register for automatic notification when a person is released from jail.

- (g) Notice regarding U-Visa and T-Visa application processes.
- (h) Resources available for victims of identity theft.
- (i) A place for the officer's name, badge number, and any applicable case or incident number.
- (j) A written statement enumerating the rights of victims (RCW 7.69.030; RCW 7.69A.030; RCW 7.69B.020).
- (k) The name, address, and telephone number of the local victim/witness program, or contact information for the Washington Coalition of Crime Victim Advocates.
- (l) An advisement notifying victims of domestic violence of their right to personally initiate a criminal proceeding when an officer does not exercise arrest powers or initiate criminal proceedings by citation (RCW 10.99.030).
- (m) Information about the address confidentiality program (RCW 40.24.030).
- (n) Information about the Attorney General's Office Hate Crimes and Bias Incidents Hotline (RCW 43.10.305).

319.5 WITNESSES

Officers should never guarantee a witness' safety from future harm or that their identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

319.6 WITNESS INFORMATION

Any person who has been or expects to be summoned to testify for the prosecution in a criminal action, or who is subject to call or is likely to be called as a witness, has rights to specific information about the case (RCW 7.69.030).

The Lead Administrative Assistant shall ensure that witness information handouts are available and current. These should include information regarding witness rights (RCW 7.69.030).

Hate Crimes

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

320.2 DEFINITIONS

Definitions related to this policy include:

Hate crime - the commission, attempted commission, or alleged commission of an offense described in RCW 9A.36.080.

Bias incident - a person's hostile expression of animus toward another person, relating to the other person's actual or perceived characteristics as listed in RCW 9A.36.080(1) or 49.60.030(1), of which criminal investigation or prosecution is impossible or inappropriate. This does not include any incident in which probable cause of the commission of a crime is established by the investigating law enforcement officer, and does not include expressions of opposition or support for the actions or policies of a foreign or domestic government protected under free speech.

320.3 POLICY

The Washougal Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

320.4 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

- (a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.
- (b) Providing victim assistance and community follow-up or identifying available resources to do so.
- (c) Educating community and civic groups about hate crime laws.

Members who receive a report of a hate crime or bias incident shall provide the phone number (1-855-225-1010) and website address (www.atg.wa.gov/report-hate) of the Attorney General's Office Hate Crimes and Bias Incidents Hotline to the targeted or affected person (RCW 43.10.305 (3)).

320.5 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Assigned officers should contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.

Washougal Police Department

Washougal PD Policy Manual

Hate Crimes

- (b) A supervisor should be notified of the circumstances as soon as practical.
- (c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible hate crime.
- (d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.
- (e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.
- (f) The assigned officers should interview available witnesses, victims, and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
- (g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim Witness Assistance Policy.
- (h) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked "Hate Crime."
- (i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., Anti-Harassment Protective Order (AHPO)) through the courts or City Attorney.

320.5.1 DETECTIVES RESPONSIBILITY

If a hate crime case is assigned to Detectives, the assigned investigator will be responsible for:

- (a) Coordinating further investigation with the City Attorney and other appropriate law enforcement agencies.
- (b) Maintaining contact with the victim and other involved individuals, as needed.
- (c) Maintaining statistical data and tracking of suspected hate crimes required by state law, and reporting such data to the Washington Association of Sheriffs and Police Chiefs (WASPC) (RCW 36.28A.030).

320.6 TRAINING

All members of this department should receive training on hate crime recognition and investigation.

320.7 STATISTICAL DATA AND TRACKING

The department shall maintain statistical data on suspected hate crimes and tracking as indicated and report such data to the Washington Association of Sheriff's and Police Chiefs (WASPC) (RCW 36.28A.030).

Standards of Conduct

321.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Washougal Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

321.2 POLICY

The continued employment or appointment of every member of the Washougal Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

321.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

321.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

Washougal Police Department

Washougal PD Policy Manual

Standards of Conduct

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

321.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to their immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

321.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Washington constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

321.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

321.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

Washougal Police Department

Washougal PD Policy Manual

Standards of Conduct

321.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Washougal Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

321.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

321.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

Washougal Police Department

Washougal PD Policy Manual

Standards of Conduct

321.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

321.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and nonsubpoenaed records.

321.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

Washougal Police Department

Washougal PD Policy Manual

Standards of Conduct

321.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - (a) While on department premises.
 - (b) At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 - (c) Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
 - (a) Unauthorized attendance while on-duty at official legislative or political sessions.
 - (b) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the collective bargaining agreements, or the Chief of Police.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreements, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

321.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on the member's part or the part of any other member where such activities resulted in contact with any other

Washougal Police Department

Washougal PD Policy Manual

Standards of Conduct

law enforcement agency or that may result in criminal prosecution or discipline under this policy (RCW 10.93.190).

- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful, or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening, or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful, or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Use of obscene, indecent, profane, or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel, or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Any other on- or off-duty conduct that any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency, or morale, or tends to reflect unfavorably upon this department or its members.

321.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

Washougal Police Department

Washougal PD Policy Manual

Standards of Conduct

- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

321.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Information Technology Use

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

322.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (both on-site and portable), electronic devices, hardware, software, and digital resources owned, leased, rented, or licensed by the Washougal Police Department that are provided for official use by department members. This includes all access to, and use of, Internet Service Providers (ISPs) or other services funded or provided by the City.

File (Temporary, Permanent, or Other) - Any electronic document, data, or information—whether temporary or permanent—residing in whole or in part on the system. This includes, but is not limited to: spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

Hardware - Includes, but is not limited to, computers, computer terminals, network infrastructure, electronic devices, telephones (including cellular and satellite phones), pagers, modems, and any of the tangible devices generally classified as computer hardware.

Software - Includes, but is not limited to, all computer programs, operating systems, applications, and shareware. This does not include files created by the individual user.

322.2 POLICY

It is the policy of the Washougal Police Department that all members shall use City-issued or City-maintained information technology resources—including computers, software, systems, and related equipment—in a professional, ethical, and lawful manner. Use of these resources shall comply with this policy and all applicable City regulations, department directives, and legal requirements.

322.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or web-browsing history made at any department computer or over any department network. The fact that access to a

Washougal Police Department

Washougal PD Policy Manual

Information Technology Use

database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

Employees may not be asked or required to disclose logon information for their personal social networking accounts or to provide access to their personal social networking accounts unless otherwise allowed under RCW 49.44.200.

322.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Patrol Sergeant.

Members shall not use another person's access passwords, logon information and other individual security data, protocols, and procedures unless directed to do so by a supervisor.

322.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

322.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

Washougal Police Department

Washougal PD Policy Manual

Information Technology Use

322.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the internet shall be limited to messages, mail, and data files.

322.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

322.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off, and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor. Passwords for accounts that access CJI are governed by the CJIS Access, Maintenance, and Security Policy.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

322.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department

Washougal Police Department

Washougal PD Policy Manual

Information Technology Use

involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

322.7 MONITORING AND EMPLOYEE PRIVACY

The City of Washougal retains ownership of all data stored on its network and systems, including but not limited to email, voicemail, and Internet usage logs.

The City reserves the right to monitor, inspect, and audit any such communications or data at any time. These audits may be conducted to ensure compliance with applicable policies and procedures, investigate suspicious or potentially harmful activity, address performance concerns, or identify training needs related to technology use. Employees should be aware that Internet and email communications may be subject to public disclosure under applicable laws and may be discoverable in legal proceedings. All use of City technology resources is monitored, and employees have no expectation of privacy when using City-owned or City-managed systems.

322.8 ADMINISTRATION, REPORTING, AND VIOLATIONS

The Chief of Police or their designee is responsible for overseeing the proper implementation of all technology use policies and related requirements. The Chief of Police retains authority to determine any disciplinary actions resulting from violations of these policies.

To protect against malware and other security threats, antivirus software will run continuously on all computers connected to the Internet. This software scans downloaded files, emails, and attachments. All files originating from external sources must be scanned for viruses prior to installation on City-owned equipment. If a virus warning or alert appears on your computer, you must immediately notify the City of Washougal's Information Technology Department and inform your supervisor. Do not open or continue downloading any files or attachments that are flagged as containing a virus.

Any employee who observes or suspects a violation of these policies and requirements--particularly those involving the security of the City's network, systems, or data--should immediately report the concern to their supervisor, Criminal Justice Information Services (CJIS) coordinator, and/or the IT Manager as appropriate (see CJIS Access, Maintenance, and Security Policy).

Violations of this policy are subject to disciplinary action up to and including termination.

Report Preparation

323.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

323.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

323.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

323.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

- (a) All arrests
- (b) All felony crimes
- (c) Non-felony incidents involving threats or stalking behavior
- (d) Situations covered by separate policy. These include:
 - 1. Use of Force Policy

Washougal Police Department

Washougal PD Policy Manual

Report Preparation

2. Domestic Violence Policy
 3. Child Abuse Policy
 4. Adult Abuse Policy
 5. Hate Crimes Policy
 6. Suspicious Activity Reports Policy
- (e) All misdemeanor crimes where the victim desires a report

323.2.2 NON-CRIMINAL ACTIVITY

Incidents that require documentation on the appropriate approved report include:

- (a) Any time an officer points a firearm at any person.
- (b) Any use of force against any person by a member of this department (see the Use of Force Policy).
- (c) Any firearm discharge (see the Firearms Policy).
- (d) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Reporting Policy).
- (e) Any found property or found evidence.
- (f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy).
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (h) All protective custody detentions.
- (i) Suspicious incidents that may place the public or others at risk.
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

323.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation Policy. An officer handling a death investigation should notify and apprise a supervisor of the circumstances surrounding the incident and a determination will be made on how to proceed. All death cases shall be appropriately investigated and documented with an incident report.

323.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

Washougal Police Department

Washougal PD Policy Manual

Report Preparation

323.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) Attempted suicide.
- (c) The injury is major/serious, whereas death could result.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident they deem necessary.

323.2.6 ONLINE REPORTING

The Washougal Police Department offers online reporting services as a convenience for community members to report certain crimes. Use of this system is entirely voluntary; no person is required to use online reporting in lieu of traditional methods. In general, crimes that qualify for online reporting are those in which there is no suspect information, no evidence to collect, and no tangible investigative leads.

Eligible incidents for online or self-completed reporting include:

- Lost property
- Misdemeanor thefts (excluding firearms or hazardous materials) with no suspect information, serial number, or traceability
- Misdemeanor thefts of cellular phones, even if a serial number is available
- Misdemeanor vandalism with no suspect information and no indication of a hate crime
- Vehicle prowls with no suspect information or evidence
- Attempted vehicle thefts with no suspect information or evidence
- Annoying or harassing telephone calls with no suspect information
- Identity theft with no identifiable suspect
- Online or email fraud solicitations with no identifiable suspect and misdemeanor-level financial loss
- Hit-and-run vehicle collisions with no suspect or suspect vehicle
- Supplemental property lists

Officers responding to incidents that fall under these categories shall not refer reporting parties to the online reporting system without supervisor authorization. Officers may, however, refer victims to relevant online victim assistance resources, such as the Federal Communications Commission (FCC) website for identity theft or the Internet Crime Complaint Center (IC3) for computer-related crimes.

Washougal Police Department

Washougal PD Policy Manual

Report Preparation

323.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

323.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for departmental consistency.

323.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

323.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Case Management form stating the reasons for rejection. The original report and the form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

323.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police, however, in situations not warranting immediate notice to the Chief of Police, supervisors and designated Public Information Officer(s) (PIOs) may prepare and release information to the media in accordance with this policy and the applicable law.

324.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the Chief of Police, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor.
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
- (c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

324.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the department Public Information Officer or other designated spokesperson.
 - 2. Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Operations Captain. The TFR request should

Washougal Police Department

Washougal PD Policy Manual

Media Relations

include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

- (c) No member of this Department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee.
- (d) Media interviews with individuals who are in custody shall not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media should be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

324.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

324.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Medical Examiners' Office.

Any requests for copies of related reports or additional information shall be referred to the Public Records Officer, or if unavailable, to the appropriate Captain. Such requests will be processed in accordance with the provisions of the Public Records Act (RCW Chapter 42.56.001 et seq.).

324.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (see the Records Maintenance and Release and Personnel Files policies). When in doubt, authorized and available legal counsel should be obtained.

Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Washougal Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

Washougal Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS

A subpoena may be served upon a member by personal service, via the Department, or by leaving such copy at the place of their residence (Civil Rules, CR 45; Civil Rules, CrRLJ 45; Criminal Rules, CrRLJ 4.8; Criminal Rules, CrR 4.8).

Criminal subpoenas may also be served upon a member in a limited criminal matter. A criminal subpoena in Superior Court may be served together with a waiver of personal service and instructions for returning such waiver to complete service (Criminal Rules, CrRLJ 4.8; Criminal Rules, CrR 4.8).

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify their immediate supervisor without delay regarding:

- (a) Any civil case where the City or one of its members, as a result of their official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of their official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of their association with the Washougal Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Washougal Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

Washougal Police Department

Washougal PD Policy Manual

Subpoenas and Court Appearances

325.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

325.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes their location during the day, the member shall notify the designated department member of how they can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL

When appearing in court, members shall:

- (a) Be punctual when appearing in court and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress in:
 - 1. the Department Class A uniform;
 - 2. the Department Class C (if on duty in a patrol capacity); or
 - 3. Business attire.
- (c) Observe all rules of the court in which they are appearing, and remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

Washougal Police Department

Washougal PD Policy Manual

Subpoenas and Court Appearances

325.7 OVERTIME APPEARANCES

When a member appears in court on their off-duty time, they will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.

Reserve Officers

326.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Washougal Police Department reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide volunteer professional and special functions that augment regular staffing levels.

326.1.1 DEFINITIONS

Definitions related to this policy include:

Reserve officer - An officer of the Washougal Police Department who does not serve on a full-time basis but who, when called into active service, is fully commissioned on the same basis as full-time officers to enforce the criminal laws of the state (RCW 10.93.020).

326.2 POLICY

The Washougal Police Department shall ensure that reserve officers are properly appointed, trained, and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

326.3 RECRUITMENT AND SELECTION

The Washougal Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral, and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

Prior to appointment, an applicant must have completed, or be in the process of completing, a CJTC-approved basic academy or reserve academy (WAC 139-05-810).

326.3.1 APPOINTMENT

Applicants who are selected for appointment as reserve officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

The Washougal Police Department shall immediately notify the CJTC of appointments on a CJTC personnel action report form (WAC 139-05-810).

Reserve officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Reserve officers shall have no property interest in continued appointment. However, if a reserve officer is removed for alleged misconduct, the reserve officer will be afforded an opportunity solely to clear their name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

326.4 IDENTIFICATION AND UNIFORMS

Reserve officers will be issued Washougal Police Department uniforms, badges, and identification cards. The uniforms and badges shall be the same as those worn by regular full-time police officers.

Washougal Police Department

Washougal PD Policy Manual

Reserve Officers

The identification cards will be the standard Washougal Police Department identification cards, with the exception that "Reserve" will be indicated on the cards.

326.5 AUTHORITY

Reserve officers shall perform law enforcement officer duties within the scope of their approved training. Reserve officers:

- (a) Perform law enforcement functions and have the authority to arrest on behalf of this department.
- (b) Shall not exercise law enforcement officer duties when off-duty.

326.6 PERSONNEL WORKING AS RESERVE OFFICERS

Qualified regular department personnel, when authorized, may also serve as reserve officers. However, this department shall not utilize the services of reserve officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the reserve coordinator should consult with the Human Resources prior to allowing regular department personnel to serve in a reserve officer capacity (29 CFR 553.30).

326.7 COMPLIANCE

Reserve officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment. The reserve officer shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a reserve officer unless by its nature it is inapplicable.

Reserve officers are required by this department to meet department-approved training requirements.

All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the reserve coordinator.

326.8 FIREARMS

Reserve officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by this department or otherwise acting as reserve officers on behalf of the Washougal Police Department.

Reserve officers will be issued duty firearms as specified in the Firearms Policy. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

Washougal Police Department

Washougal PD Policy Manual

Reserve Officers

326.8.1 OPTIONAL FIREARMS

An instance may arise where a reserve officer is assigned to a plainclothes detail for their assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a pistol more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon must be registered by the reserve officer and be inspected and certified as fit for service by the department armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall demonstrate proficiency with said weapon.

326.9 RESERVE COORDINATOR

The Chief of Police shall delegate certain responsibilities to a reserve coordinator.

The reserve coordinator shall be appointed by and directly responsible to the Operations Captain or the authorized designee.

The reserve coordinator may appoint a senior reserve officer or other designee to assist in the coordination of reserve officers and their activities.

The responsibilities of the coordinator or the authorized designee include but are not limited to:

- (a) Assigning reserve officers.
- (b) Conducting reserve officer meetings.
- (c) Establishing and maintaining a reserve officer callout roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring the field training progress of reserve officers.
- (f) Monitoring individual reserve officer performance.
- (g) Monitoring overall reserve officer activities.
- (h) Maintaining a liaison with other agency reserve coordinators.

326.10 FIELD TRAINING

All reserve officers shall complete the same department-specified field training as regular full-time police officers as described in the Field Training Officer Program Policy.

326.11 SUPERVISION

Reserve officers may perform the same duties as regular full-time officers of this department provided they are under the direct or indirect supervision of a supervisor or officer in charge. Reserve officers shall never supervise a regular full-time officer.

Washougal Police Department

Washougal PD Policy Manual

Reserve Officers

326.11.1 EVALUATIONS

While in training, reserve officers should be continuously evaluated using standardized daily and weekly observation reports. The reserve officer will be considered a trainee until they have satisfactorily completed training. Reserve officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.

326.11.2 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a personnel complaint made against them or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

326.12 TERMINATION OF RESERVE OFFICER

If a reserve officer is terminated for any reason, including resignation, the Washougal Police Department shall notify the CJTC on a CJTC personnel action form within 15 days of the termination (WAC 139-05-810).

Outside Agency Assistance

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

327.2 POLICY

It is the policy of the Washougal Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

327.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to a supervisor for approval. In some instances, a mutual aid agreement or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, a supervisor may authorize an appropriate number of available personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

327.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Washougal Police Department shall notify their supervisor or the on-duty supervisor as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

327.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

Washougal Police Department

Washougal PD Policy Manual

Outside Agency Assistance

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

327.5 REPORTING REQUIREMENTS

Incidents of outside assistance, or law enforcement activities that are not documented in a crime report, shall be documented in an informational report or as directed by the on-duty supervisor.

327.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administrative Captain or the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
 - 1. The use of the supplies and equipment.
 - 2. The members trained in the use of the supplies and equipment.
- (c) Any other requirements for use of the equipment and supplies.

The Administrative Captain should maintain documentation that the appropriate members have received the required training.

Registered Offender Information

328.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Washougal Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

328.2 POLICY

It is the policy of the Washougal Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

328.3 REGISTRATION

In the State of Washington, the respective county sheriff's office is the agency responsible for sex offender and kidnap offender registration. All offenders residing in Clark County, regardless of the geographic location in which they reside must report to the Clark County Sheriff's Office (CCSO) for registration. The designated authority is the CCSO Sex Offender Registration (SOR) unit.

Upon conclusion of the registration process, the CCSO shall ensure that the registration information is provided to the Washington State Patrol (WSP) within five working days as outlined in RCW 43.43.540. The Washington Association of Sheriffs and Police Chiefs (WASPC) shall be provided any requested information for the administration of the Sex Offender Information website as outlined in RCW 4.24.550.

A criminal investigation for failure to register will be initiated if the registrant refuses to provide any of the required information or complete the process. The agency of jurisdiction will conduct the investigation.

328.3.1 CONTENTS OF REGISTRATION FOR SEX OR KIDNAPPING OFFENDERS

Sex or kidnapping offenders who are required to register must appear in person and provide the following (RCW 9A.44.130):

- Name
- Complete residential address or where they plan to stay
- Date and place of birth
- Place of employment
- Crime for which the person has been convicted
- Date and place of conviction
- Aliases
- Social Security number

Washougal Police Department

Washougal PD Policy Manual

Registered Offender Information

- Biological sample if one has not already been submitted to the WSP (see the Biological Samples Policy for collection protocol) (RCW 43.43.754)

Offenders lacking a fixed residence must report weekly, in person, to the sheriff's office where they are registered. Forms used to record where the offender stayed during the week should include an express request for offenders to provide an accurate accounting of where they stayed to the county sheriff.

The registering member shall take photographs and fingerprints, which may include palmprints, of all sex/kidnapping offenders.

328.4 MONITORING OF REGISTERED OFFENDERS

The CCSO has established a system to periodically, and at least once annually, verify that a registrant remains in compliance with their registration requirements after the initial registration. This verification should include, as applicable:

- (a) Efforts to confirm residence using an unobtrusive method, such as an Internet search, drive-by of the declared residence or address verification under RCW 9A.44.135.
 - (a) When notice is received that a sex offender is moving outside the jurisdiction of the Washougal Police Department, the supervisor in charge of the detective's section is responsible for address verification until the registrant completes registration with a new residential address (RCW 9A.44.130(5)).
- (b) Review of information on the WASPC Sex Offender Information website.
- (c) Contact with a registrant's community correction officer.
- (d) Review any available Washington State database of felony firearm offenders.

Any discrepancies with sex/kidnapping offenders should be reported to A Central Computerized Enforcement Service System (ACCESS), which is administered by Washington State Patrol (WSP), and, in the case of sex offenders only, to WASPC.

The CCSO has established a procedure to routinely disseminate information regarding registered offenders to Washougal Police Department personnel, including timely updates regarding new or relocated registrants.

The Washougal Police Department shall be responsible for verifying the registration of sex/kidnapping offenders within their jurisdiction.

328.4.1 OFFENDERS TRAVELING OUT OF THE COUNTRY

When written notice is received from a registrant who intends to travel outside of the United States, the CCSO shall notify the United States Marshals Service as soon as practicable after receipt of notification and also of any further notice of changes or cancellation of travel plans (RCW 9A.44.130(3)).

328.5 DISSEMINATION OF PUBLIC INFORMATION

Washougal Police members will not unilaterally make a public notification advising the community of a particular sex/kidnapping registrant's presence in the community. Members who identify a

Washougal Police Department

Washougal PD Policy Manual

Registered Offender Information

significant risk or other public safety issue associated with a sex/kidnapping registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex/kidnapping registrants should be provided the WASPC Sex Offender Information website or the Washougal Police Department's website.

The records supervisor shall release local sex/kidnapping registered offender information to residents in accordance with RCW 4.24.550 and in compliance with a request under the Public Records Act (RCW 42.56.001 et seq.).

Information pertaining to felony firearm offenders should not be disseminated to the public. All inquiries should be referred to WSP.

328.5.1 RELEASE NOTIFICATIONS FOR SEX OR KIDNAPPING OFFENDERS

The CCSO is responsible for making release notifications and may ask for Department input (e.g., recommendations regarding the radius size of the notifications from the offender's address).

Registrant information that is released should include notification that:

- (a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.
- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.
- (f) The Washougal Police Department has no authority to direct where an offender may live.

328.5.2 MANDATORY NOTIFICATION

The CCSO shall ensure that:

- (a) A public notification is made for sex offenders who are classified as Risk Level III and who register in Clark County. The notice shall conform to the guidelines established in RCW 4.24.5501.
- (b) All information on sex/kidnapping offenders registered in Clark County is regularly updated and posted on the WASPC Sex Offender Information website (RCW 4.24.550(5)).
- (c) The Washougal Police Department is not responsible for public notifications under this subsection.

Washougal Police Department

Washougal PD Policy Manual

Registered Offender Information

328.5.3 DISCRETIONARY DISSEMINATION FOR SEX OFFENDERS

Dissemination should be predicated upon the levels detailed below (RCW 4.24.550(3)):

- (a) Offenders classified as Risk Level I: The CCSO may disclose, upon request, relevant, necessary and accurate information to any victim or witness to the offense and to any individual community member who lives near the residence where the sex offender resides, expects to reside or is regularly found, and to any individual who requests information regarding a specific offender.
- (b) Offenders classified as Risk Level II: In addition to the dissemination for Level I, the CCSO may also disclose relevant, necessary and accurate information to public and private schools, child day care centers, family day care providers, public libraries, businesses and organizations that serve primarily children, women or vulnerable adults, and neighbors and community groups near the residence where the sex offender resides, expects to reside or is regularly found.
- (c) Offenders classified as Risk Level III: In addition to the dissemination of Level I and Level II, the CCSO may also disclose relevant, necessary and accurate information to the public at large.
- (d) Homeless and transient sex offenders may present unique risks to the community due to the impracticality of localized notification. The CCSO may also disclose relevant, necessary and accurate information to the public at large for sex offenders registered as homeless or transient.

The Washougal Police Department may, at its discretion, inform members of the community of the status of the registered offender when it is necessary to verify the reported address of an offender or in the course of an investigation for failure to register as a sex/kidnapping offender. Such notifications may be made with consideration of the above detailed risk levels.

328.5.4 SCHOOL NOTIFICATIONS

The Clark County Sheriff has the responsibility of notifying the appropriate person at a school or other educational institution as set forth in RCW 9A.44.138 of any sex/kidnapping offender who attends or is employed there, and for providing the following information about the offender:

- Name
- Complete residential address
- Date and place of birth
- Place of employment
- Crime for which the person has been convicted
- Date and place of conviction
- Aliases
- Photograph
- Risk level classification

Washougal Police Department

Washougal PD Policy Manual

Registered Offender Information

328.6 SEX OFFENDER RISK ASSESSMENT

The CCSO has established a procedure to review and assign an initial risk level classification of sex offenders who have moved or are released into this jurisdiction and the risk assessment level has not already been assigned by the Washington State Department of Corrections. The Washougal Police Department shall participate in the CCSO sex/kidnapping offender risk assessment committee. That procedure shall address (RCW 4.24.550(6)):

- The circumstances under which the CCSO is authorized to assign its own risk level.
- Risk level classification criteria.
- What risk assessment tools may be used and how such tools are scored.
- Assessment of known aggravating or mitigating factors related to the risk posed by the offender to the community.
- Notification process following a change in the risk level classification.
- The process for an offender to petition for review of the risk level classification.

Major Incident Notification

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how, and to whom notification of major incidents should be made.

329.2 POLICY

The Washougal Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

329.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the Captains. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides.
- Traffic accidents with fatalities.
- Officer-involved shooting, either on- or off-duty (See the Officer-Involved Shootings and Deaths Policy for special notifications).
- Significant injury or death to an employee, either on- or off-duty.
- Death of a prominent Washougal official.
- Arrest of a Department employee or prominent Washougal official.
- Aircraft crash with major damage and/or injury or death.
- In-custody deaths.

329.4 SUPERVISOR RESPONSIBILITY

The supervisor is responsible for making the appropriate notifications. The supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification. The supervisor shall attempt to make the notifications as soon as practical.

329.4.1 STAFF NOTIFICATION

In the event an incident occurs as described under Minimum Criteria For Notification (above), the Chief of Police shall be notified, along with the Captains, and the Detective Sergeant if investigators are affected.

Death Investigation

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

330.2 POLICY

It is the policy of the Washougal Police Department to respond, document, and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide, and homicide, shall be initiated, conducted, and properly documented.

330.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Detective Sergeant as necessary. The Patrol Sergeant or on-duty supervisor will make notifications in accordance with the Major Incident Notification Policy.

330.3.1 MEDICAL EXAMINER JURISDICTION OVER REMAINS

The Medical Examiner has jurisdiction of bodies of all deceased persons who come to their death suddenly in any of the following cases (RCW 68.50.010):

- (a) When in apparent good health without medical attendance within the thirty-six hours preceding death.
- (b) Where the circumstances of death indicate death was caused by unnatural or unlawful means.
- (c) Where death occurs under suspicious circumstances.
- (d) Where a Medical Examiner's autopsy or postmortem or Medical Examiner's inquest is to be held.
- (e) Where death results from unknown or obscure causes.
- (f) Where death occurs within one year following an accident.
- (g) Where the death is caused by any violence whatsoever.
- (h) Where death results from a known or suspected abortion; whether self-induced or otherwise.

Washougal Police Department

Washougal PD Policy Manual

Death Investigation

- (i) Where death apparently results from drowning, hanging, burns, electrocution, gunshot wounds, stabs or cuts, lightning, starvation, radiation, exposure, alcoholism, narcotics or other addictions, tetanus, strangulations, suffocation, or smothering.
- (j) Where death is due to premature birth or still birth.
- (k) Where death is due to a violent contagious disease or suspected contagious disease which may be a public health hazard.
- (l) Where death results from alleged rape, carnal knowledge, or sodomy.
- (m) Where death occurs in a jail or prison.
- (n) Where a body is found dead or is not claimed by relatives or friends.

The body or human remains shall not be disturbed or moved from the position or place of death without permission of the Medical Examiner (RCW 68.50.050).

330.3.2 INDIGENOUS PERSONS

Upon knowledge that the remains are of an indigenous person, officers shall attempt to identify and contact, as soon as practicable, family members and any affected tribes, tribal organizations, and communities prior to removal or disturbance of the remains, except where deemed necessary by the Medical Examiner and officers in the interest of safety or to preserve evidence for any ongoing criminal investigation. Efforts shall include attempts to facilitate contact through the regional liaison for missing and murdered indigenous persons pursuant to RCW 43.43.874 within 10 days of the Medical Examiner having jurisdiction over the remains (RCW 68.50.325).

The lead investigator in cooperation with the Medical Examiner shall provide the family member or representative of a list that contains any prohibited conduct when interacting with the remains including an explanation of why the conduct is prohibited. Additionally, any practices or ceremonies related to the remains by the family or representative require proper authorization by the Medical Examiner and the lead investigator while the remains are under the jurisdiction of the Medical Examiner (RCW 68.50.325).

330.3.3 REPORTING

All incidents involving a death shall be documented on the appropriate form.

330.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. Detectives shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Patrol Sergeant or Detectives supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of the investigator's supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.

Washougal Police Department

Washougal PD Policy Manual

Death Investigation

330.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this department who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Washington State Department of Labor and Industries Division of Occupational Safety and Health (DOSH) office is notified of all pertinent information.

330.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will request from the Medical Examiner a unique identifying number for the body. The number shall be included in any report.

330.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Medical Examiner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

Identity Theft

331.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

331.2 REPORTING

This department will initiate an incident report in all cases where a person reasonably suspects that their financial information or identifying data has been unlawfully obtained, used, or transferred - provided the victim resides or works within this jurisdiction, or any part of the offense occurred here. The employee receiving the report will ensure that the complainant receives a copy of the incident report (RCW 9.35.050).

In cases where the reporting party does not reside or work within this jurisdiction, and there is no known or suspected criminal activity occurring within this jurisdiction, the reporting party may be referred to the appropriate law enforcement agency. If it is not reasonably practical for the reporting party to file a timely report with their home jurisdiction, the receiving employee should take a courtesy incident report to be forwarded to the appropriate agency.

Reports should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name, when the victim has never made such an application).

The employee preparing the report should also cross-reference all other known reports made by the victim (e.g., United States Secret Service, credit reporting bureaus, United States Postal Service and Department of Licensing) with all known report numbers.

Following supervisory review and departmental processing, the initial report may be returned to the officer for follow up investigation or, if warranted, forwarded to Detectives for further investigation, coordination with other agencies, and prosecution as appropriate.

Limited English Proficiency Services

332.1

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

332.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Washougal Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

332.1 POLICY

It is the policy of the Washougal Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

332.0 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the United States Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

Washougal Police Department

Washougal PD Policy Manual

Limited English Proficiency Services

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

332.1 TYPES OF LEP ASSISTANCE AVAILABLE

Washougal Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

332.2 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

332.2 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

332.3 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

Washougal Police Department

Washougal PD Policy Manual

Limited English Proficiency Services

When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

332.4 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal advisor.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

332.4.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

Washougal Police Department

Washougal PD Policy Manual

Limited English Proficiency Services

332.4.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

332.5 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

332.6 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Washougal Police Department will take reasonable steps and will work with Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

332.7 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning

Washougal Police Department

Washougal PD Policy Manual

Limited English Proficiency Services

or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

332.8 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

332.9 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

332.10 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance

Washougal Police Department

Washougal PD Policy Manual

Limited English Proficiency Services

of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

332.11 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

332.12 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

332.13 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Operations Captain shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Operations Captain shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

332.13.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal advisor.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Washougal Police Department

Washougal PD Policy Manual

Limited English Proficiency Services

The Operations Captain shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

ADA Compliance

333.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to Washougal Police Department services, programs, and activities for persons with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities. See the Service Animals Policy for guidance on protecting the rights of individuals who use service animals in accordance with the ADA.

333.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator - The Chief of Police, who will coordinate the department's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used by persons with disabilities to facilitate their participation in services, programs, and activities offered by the Washougal Police Department and to facilitate effective communication. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; a qualified reader; or a qualified interpreter.

Disability - A physical or mental impairment that substantially limits a major life activity including hearing, seeing, or speaking, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of department buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a department service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to services, programs, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters. Qualified interpreters should be certified pursuant to RCW 2.42.110.

Washougal Police Department

Washougal PD Policy Manual

ADA Compliance

333.2 POLICY

It is the policy of the Washougal Police Department that persons with disabilities, including victims, witnesses, suspects, and arrestees, have equal access to services, programs, and activities of the Department.

The Department will not discriminate against or deny any individual access to services, programs, or activities based upon the presence or suspected presence of disabilities.

333.3 ADA COORDINATOR RESPONSIBILITIES

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- (a) Collaborating with the City ADA coordinator regarding the Washougal Police Department's efforts to provide equal access to services, programs, and activities.
 - 1. Maintaining department compliance with accessibility standards for department web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).
- (b) Collaborating with the City ADA coordinator to facilitate a process of periodic self-evaluation. The process should include:
 - 1. Inspection of current department facilities to identify access issues.
 - 2. Review of current department services, activities, and programs for access issues.
 - 3. Assessment and update, if necessary, of current compliance measures.
 - 4. Identification of recurring areas of complaint for which new methods of modification should be considered.
 - 5. Review of the department's emergency programs, services, and activities as they apply to persons with disabilities.
 - 6. Recommendation of a schedule to implement needed improvements.
- (c) Acting as a liaison with local disability advocacy groups or other disability-focused groups regarding access to department services, programs, and activities.
- (d) Developing procedures that will enable members to access assistive devices, auxiliary aids, and services, and making the procedures available as appropriate.
 - 1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.
- (e) Developing procedures for the review and processing of requests for modifications that will help members provide persons with disabilities access to department services, programs, and activities, as appropriate.
- (f) Establishing procedures for the booking process to assist members with managing commonly encountered disabilities such as sight or mobility impairments and intellectual or developmental disabilities.
- (g) Providing notice to the public regarding the rights and protections afforded by the ADA. This may include posters, published notices, handbooks, manuals, and pamphlets.

Washougal Police Department

Washougal PD Policy Manual

ADA Compliance

describing department services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications (28 CFR 35.106).

- (h) Collaborating with other city departments during the planning process to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
- (i) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities. The complaint procedures should include an appeal process (28 CFR 35.107).
- (j) Verifying that third parties providing department services, programs, or activities through contract, outsourcing, licensing, or other arrangement have established reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
- (k) Recommending amendments to this policy as needed.

333.4 REQUESTS

The goal of any modification should be to allow a person with a disability to participate in a service, program, or activity the same as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members should not ask about the nature and extent of a person's disability but should limit questions to elicit information necessary to determine the need for a modification and the appropriate type of modification.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

333.4.1 DENIAL OF A REQUEST

The following should be considered before denying a request for modification:

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
 - 1. A substantial alteration of the service, program, or activity.
 - 2. An undue financial or administrative burden on the Department. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.

Washougal Police Department

Washougal PD Policy Manual

ADA Compliance

3. A threat to or the destruction of the historic significance of a historic property.
 4. A direct threat to the health or safety of others (28 CFR 35.139).
- (b) If any of these circumstances are present, the ADA coordinator should work with department members and the person requesting the modification to determine if an alternative modification is available.
- (c) Where new construction or physical modification of an existing building or facility would be unfeasible or unduly burdensome, the ADA coordinator should work with department members to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
1. Reassigning services, programs, or activities to accessible buildings or facilities.
 2. Utilizing technology, equipment, rolling stock, or other conveyances.
 3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
 4. Any other means or methods that would make services, programs, or activities readily accessible.
- (d) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the service, program, or activity will not be made (28 CFR 35.150).

333.4.2 PERSONAL DEVICES AND ASSISTANCE

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

333.4.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications (28 CFR 35.130(f)).

333.5 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive devices, auxiliary aids, and services. The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method may be effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length, and complexity of the communication involved.
- (c) The context of the communication.

Washougal Police Department

Washougal PD Policy Manual

ADA Compliance

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever modification reasonably appears effective under the circumstances. This may include exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter. Once the emergency has ended, the method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

333.5.1 TYPES OF ASSISTANCE AVAILABLE

Department members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The Department will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving access to department services, programs, and activities. The Department will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services (28 CFR 35.160).

The Department will not require that persons with disabilities use department-provided assistive devices, auxiliary aids, and services. Department-provided assistive devices, auxiliary aids, and services may include but are not limited to the means described in this policy.

333.5.2 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

333.5.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect, or arrestee) with individuals who normally rely on sign language or speechreading (i.e., lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the matter. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a legal proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services related to law enforcement matters in the person's primary language.
- (c) Familiar with the use of text- and video-based communications products and systems.
- (d) Certified in either American Sign Language (ASL) or Signing Exact English (SEE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Washougal Police Department

Washougal PD Policy Manual

ADA Compliance

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Persons with disabilities shall not be required to provide an interpreter (28 CFR 35.160).

333.5.4 TELECOMMUNICATION SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., during booking or attorney contacts), members must also provide those with communication-related disabilities the opportunity to place calls using an available TTY, TDD, or other voice, text, or video-based communications product or system. Members shall provide additional time, as needed, for effective communication due to the slower nature of assisted communications.

The Department will accept all TDD and computer modem calls placed by individuals with communications-related disabilities and received via a telecommunications relay service (28 CFR 35.162).

333.5.5 COMMUNITY VOLUNTEERS

Where qualified interpreters are unavailable to assist members, department-approved community volunteers who have demonstrated competence in communication services, such as ASL or SEE, may be called upon to provide interpreter services when appropriate. However, department members must carefully consider the nature of the interaction and the relationship between the individual with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

333.5.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the individual with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Except in an emergency involving an imminent threat to the safety or welfare of any person and no qualified interpreter is reasonably available, members shall not use a minor child as an interpreter (28 CFR 35.160).

333.5.7 FIELD ENFORCEMENT CONSIDERATIONS

Due to the unpredictable and varied nature of field enforcement, the Department recognizes that it is impracticable to provide immediate access to a comprehensive supply of assistive devices, auxiliary aids, and services to every member of this department. Members involved in interactions with persons with disabilities that occur in the field should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be

Washougal Police Department

Washougal PD Policy Manual

ADA Compliance

considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

333.6 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals with disabilities are protected during a custodial interrogation, this department will provide reasonable modifications before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that the individual understands the process and desires to proceed without receiving a modification. *Miranda* warnings should be provided to a suspect via the individual's preferred method of communication.

Interrogations should be recorded whenever reasonably practicable. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

333.7 ARREST

If an individual with a communication-related disability is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter as soon as reasonably practicable, unless the individual indicates a preference for a different assistive device, auxiliary aid, or service, or the officer reasonably determines another effective method of communication exists under the circumstances. The interpreter shall be present for any *Miranda* warnings, statements, or interrogations (RCW 2.42.120).

Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

333.8 WEBSITE ACCESS

The ADA coordinator should work with the appropriate parties to develop online content that is readily accessible to persons with disabilities. Department web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

Department website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

333.9 DOCUMENTATION

Whenever any modification has been provided, the member involved should document:

- (a) The type of modification, assistive device, auxiliary aid, or service provided.
- (b) Whether the individual elected to use an assistive device, auxiliary aid, or service provided by the Department or another identified source, as applicable.
- (c) Whether the individual's express preference for the modification was not honored and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

Washougal Police Department

Washougal PD Policy Manual

ADA Compliance

All written communications exchanged in a criminal case shall be attached to the member's report or placed into evidence.

333.10 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access the department's programs, services, or activities should document the complaint and promptly refer the matter to the ADA coordinator (28 CFR 35.107). The Department shall assist persons with disabilities who require assistance to file a complaint regarding members of this department. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate.

333.11 TRAINING

Members should receive periodic training on ADA compliance, to include:

- (a) Awareness and understanding of this policy, related procedures, forms, and available resources.
- (b) Procedures for handling requests for modifications.
- (c) Accessing assistive devices, auxiliary aids, and services needed to accommodate requests for modifications.
- (d) General requirements of the ADA, including modifying policies and practices, communicating with individuals with disabilities, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Management staff, even if they do not interact regularly with individuals with disabilities, should receive training as appropriate to understand and reinforce this policy.

The Operations Captain should maintain records of all training provided and retain a copy in each member's training file in accordance with the established records retention schedule.

Child and Dependent Adult Safety

334.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

334.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Washougal Police Department will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

334.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should also inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider asking witnesses, neighbors, friends, and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of their child or dependent adult. Removing children or dependent adults from the scene in advance of an arrest will generally ensure the best outcome for everyone involved.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe, or if the demeanor of the parent or caregiver suggests this conversation would not be productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that they will receive appropriate care.

334.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of any disclosed or discovered children or dependent adults.

Washougal Police Department

Washougal PD Policy Manual

Child and Dependent Adult Safety

Officers should allow the arrestee reasonable time to arrange for care of such children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In these cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 - (a) Officers should consider allowing the person to use their cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that they know and trust. Familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 - (a) Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with a non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify the Washington State Department of Social and Health Services, if appropriate.
- (e) Notify a supervisor of the disposition of children and dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

Officers shall promptly notify the Washington State Department of Children, Youth, and Families Child Protective Services (CPS) whenever a child under 13 years of age is present in a vehicle and their parent, guardian or legal custodian is arrested for a drug or alcohol driving offense in accordance with the department Child Abuse Policy (RCW 26.44.250).

334.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be made as soon as practicable, and are in addition to any other telephone calls allowed by law.

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

Washougal Police Department

Washougal PD Policy Manual

Child and Dependent Adult Safety

334.3.3 REPORTING

- (a) For all arrests where children are present or living in the household, the reporting member will document the following information:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Special needs (e.g., medical, mental health)
 - 5. How, where and with whom or which agency the child was placed
 - 6. Identities and contact information for other potential caregivers
 - 7. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Whether they reasonably appear able to care for themselves
 - 5. Disposition or placement information if they are unable to care for themselves

334.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

334.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle, or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

334.5 TRAINING

The Operations Captain is responsible to ensure that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

Service Animals

335.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

335.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

All references to "service animals" in this policy also mean a dog or miniature horse undergoing training to become a service animal (RCW 49.60.040).

335.2 POLICY

It is the policy of the Washougal Police Department to provide services and access to services, programs, and activities of the Department to persons with service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

335.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Washougal Police Department affords to all members of the public (28 CFR 35.136).

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.

Washougal Police Department

Washougal PD Policy Manual

Service Animals

- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

335.4 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about their disabilities nor should members ask any individual to provide any license, certification, or identification card for the service animal.

335.5 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. Department members should not interfere with a service animal by talking to, petting, or otherwise initiating contact.

335.6 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken, exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a department supervisor may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136 (b); 28 CFR 35.139).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, and activities to an individual with a disability. Members are expected to provide all services, programs, and activities that are reasonably available to an individual with a disability, with or without a service animal.

Washougal Police Department

Washougal PD Policy Manual

Service Animals

335.7 COMPLAINTS

When handling calls of a complaint regarding a service animal, members should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the United States Department of Justice (DOJ).

Volunteer Program

336.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

336.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

336.2 VOLUNTEER MANAGEMENT

336.2.1 VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be appointed by the Administrative Captain. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or their designee, shall be responsible for the following:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination as appropriate of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Administering discipline when warranted.

Washougal Police Department

Washougal PD Policy Manual

Volunteer Program

- (j) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

336.2.2 RECRUITMENT

Volunteers should be recruited on a continuous, ongoing basis in accordance with the Department's equal opportunity and nondiscrimination policies. A key qualification for applicants should be a demonstrated interest in and ability to support the Department's mission of public service.

Staff members interested in requesting volunteer support should submit a written request to the Volunteer Coordinator through their immediate supervisor. The request should include a detailed position description and the desired time frame for the assignment. All parties are encouraged to recognize that creative and interesting assignments help attract qualified volunteers. The Volunteer Coordinator defer assigning a volunteer until the requesting unit is adequately prepared to effectively utilize volunteer resources.

336.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants.
- (b) Employment.
- (c) References.
- (d) Credit check.

A polygraph exam may be required of each applicant, depending on the type of assignment.

336.2.4 SELECTION AND PLACEMENT

Volunteer service with the Department shall commence only upon official notice of acceptance or appointment to a volunteer position. This notice must be issued by an authorized representative of the Department, typically the Volunteer Coordinator. No volunteer may begin any assignment until they have been formally accepted and have completed all required screening and documentation.

Upon final acceptance, each volunteer shall complete all necessary enrollment paperwork and will be provided with a copy of their position description and a service agreement. Volunteers will also receive the volunteer handbook and must sign the volunteer agreement.

Volunteers will be assigned only to roles or programs that align with their knowledge, skills, and abilities, and that meet the operational needs of the Department.

Washougal Police Department

Washougal PD Policy Manual

Volunteer Program

336.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department itself, including personnel, policies, and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that, they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

336.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when their judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver's license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

336.2.7 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform, or any identifiable part of it, shall not be worn while off duty. However, volunteers may wear the uniform while traveling to or from official department assignments or functions, provided they wear an outer garment over the uniform shirt to avoid drawing attention while off duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

Washougal Police Department

Washougal PD Policy Manual

Volunteer Program

336.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

336.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

336.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty.

Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

336.5.1 VEHICLE USE

Volunteers assigned to duties that require the use of a vehicle must first complete the following:

Washougal Police Department

Washougal PD Policy Manual

Volunteer Program

- (a) A driving safety briefing and department-approved driver safety course.
- (b) Verification that the volunteer possesses a valid Washington Driver's License.
- (c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should insure that all volunteers receive safety briefing updates, and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service. Volunteers are not authorized to operate Department vehicles with lights and sirens activated in order to violate traffic laws under any circumstances.

336.5.2 RADIO AND MDC USAGE

Volunteers must successfully complete A Central Computerized Enforcement Service System (ACCESS) and radio procedures training before using the police radio or MDC, and must comply with all related provisions. The Volunteer Coordinator should ensure that radio and ACCESS training is provided for volunteers whenever necessary.

336.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear their name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

336.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

336.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

Off-Duty Law Enforcement Actions

337.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Washougal Police Department with respect to taking law enforcement action while off-duty.

337.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving, or most property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any officer of this department who becomes aware of an incident or circumstance that the officer reasonably believes would justify the use of deadly force or result in significant property damage may take reasonable action to minimize or eliminate the threat (see the Use of Force Policy).

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity. They should only take direct action as a last resort.

337.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty, officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or any combination thereof, that would tend to adversely affect the officer's senses or judgment.

337.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.
- (c) The lack of equipment, such as handcuffs, OC or baton.

Washougal Police Department

Washougal PD Policy Manual

Off-Duty Law Enforcement Actions

- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

337.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify themselves as an Washougal Police Department officer until acknowledged. Official identification should also be displayed.

337.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

337.4.3 NON-SWORN RESPONSIBILITIES

Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

337.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case they need to maintain an undercover capability.

337.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Patrol Sergeant or an on-duty supervisor as soon as practicable. The Patrol Sergeant or on-duty supervisor shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction, in providing statements or reports as requested, or as appropriate.

Department Use of Social Media

338.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

338.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

338.2 POLICY

The Washougal Police Department may use social media as a method of effectively informing the public about department services, issues, investigations, recruitment, and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

338.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

338.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission, and that conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

Washougal Police Department

Washougal PD Policy Manual

Department Use of Social Media

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings, or disaster information.
- (f) Traffic information.
- (g) Media releases.
- (h) Recruitment of personnel.

Authorized members shall review all content prior to posting to ensure that the posting does not contain prohibited content.

338.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

338.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Washougal Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

338.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

Washougal Police Department

Washougal PD Policy Manual

Department Use of Social Media

The Department may provide a method for members of the public to contact department members directly.

338.6 MONITORING CONTENT

The Chief of Police may appoint a supervisor to review the use of department social media and report back on the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues. The same supervisor should review the department social media on a quarterly basis for any posted prohibited content and remove the same upon discovery.

338.7 RETENTION OF RECORDS

The Administrative Captain should work with the Public Records Officer to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

338.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

Native American Graves Protection and Repatriation

339.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

339.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects - Objects that, as part of the death rite or ceremony of a Native American culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains. Funerary objects are either associated funerary objects or unassociated funerary objects.

Associated funerary objects are any funerary objects related to removed human remains, where the location of the human remains is known. This includes objects that were made exclusively for burial purposes or to contain human remains, regardless of the physical location or existence of any related human remains.

Unassociated funerary objects are any other funerary objects that are identified by a preponderance of the evidence such as:

- Related to human remains but the remains were not removed, or the location of the remains is unknown.
- Related to specific individuals or families.
- Removed from specific burial sites with Native American cultural affiliation.
- Removed from an area where such burial sites are known to have existed, but the site no longer exists.

Native American human remains - Any physical part of the body of a Native American individual.

Objects of cultural patrimony - Objects having ongoing historical, traditional, or cultural importance that is central to the Native American group or culture itself and, therefore, cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

339.2 POLICY

It is the policy of the Washougal Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred

Washougal Police Department

Washougal PD Policy Manual

Native American Graves Protection and Repatriation

objects, or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption, or complicated custody transfer processes.

339.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.5).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.5):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Medical Examiner (RCW 68.50.645)
- Tribal land - Responsible Indian tribal official

339.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.7).

Extreme Risk Protection Orders

340.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning and serving extreme risk protection orders and accounting for the firearms obtained pursuant to those orders.

340.1.1 DEFINITIONS

Definitions related to this policy include:

Extreme Risk Protection Order (ERPO) – An order prohibiting a named person from having custody or control, purchasing, possessing, accessing, receiving, or attempting to purchase or receive firearms.

Ex-parte Extreme Risk Protection Order – An extreme risk protection order that has been issued in the absence of or without notification to the named person.

340.2 POLICY

It is the policy of the Washougal Police Department to petition for and serve extreme risk protection orders in compliance with state law, and to properly account for firearms obtained by the Department pursuant to such orders.

340.3 EXTREME RISK PROTECTION ORDERS

An officer who reasonably believes a person, including a minor (person under the age of 18), is a significant danger to themselves or another person by having in their custody or control, purchasing, possessing, accessing, receiving, or attempting to purchase or receive a firearm may request permission from the officer's supervisor to petition the court for an extreme risk protection order (RCW 7.105.100).

340.3.1 NOTICE TO PERSONS AT RISK

When a member petitions for an extreme risk protection order, the member shall make a good-faith effort to provide notice to an intimate partner or family or household member of the person and to any known third party who the member reasonably believes may be at risk of violence. The notice shall state the intention to seek an extreme risk protection order or that the order has already been sought and include referrals to appropriate resources, including behavioral health, domestic violence, and counseling (RCW 7.105.110).

340.3.2 REQUIREMENTS OF PETITION

An application for an extreme risk protection order should be prepared, filed, and served consistent with state law and the procedures developed by the extreme risk protection order coordinator (RCW 7.105.100; RCW 7.105.105; RCW 7.105.110).

Officers petitioning the court shall use any standard petition, order, and confidential party information forms created by the administrative office of the courts (RCW 7.105.105).

The petition shall (RCW 7.105.100; RCW 7.105.105; RCW 7.105.110):

Washougal Police Department

Washougal PD Policy Manual

Extreme Risk Protection Orders

- (a) Allege that the person poses a significant danger of causing personal injury to the person or others by having in the person's control or custody, purchasing, possessing, accessing, receiving, or attempting to purchase or receive a firearm and be accompanied by the confidential party form and declaration signed under penalty of perjury that provides the specific statements and circumstances for which relief is sought.
- (b) Identify the number, types, and locations of any firearms that the officer believes to be owned, possessed, accessed, controlled, or in the custody of the person.
- (c) Identify any other known existing protection orders governing the person.
- (d) Identify, if reasonably identifiable, any pending lawsuits, complaints, petitions, or other action between the person and the Washougal Police Department.
- (e) Include an attestation that the officer provided notice of the intent to seek the order to a family or household member of the person and to any third party who the officer reasonably believes may be at risk of violence, or an attestation to the steps that will be taken to provide this notice.

An officer may also seek an ex-parte extreme risk protection order, without notice to the person, by including in the petition detailed allegations based on personal knowledge that the person poses a significant danger of causing personal injury to the person or others in the near future by having in the person's custody or control, purchasing, possessing, accessing, receiving, or attempting to purchase or receive a firearm. If necessary, the ex-parte order may be obtained from an on-call, after-hours judge using the same procedures for after-hours search warrants (RCW 7.105.110).

340.4 SERVICE OF ORDERS

Service of orders should be made in accordance with the agency protocols.

Personal service of orders shall include copies of all forms with the exception of the confidential party information form completed by the protected party and the proof of service form (RCW 7.105.155).

Service of orders should take precedence over the service of other orders, except for orders of a similar emergency nature (RCW 7.105.155).

340.4.1 PERSONAL SERVICE REQUIREMENTS

When personally serving an order, including an ex-parte order, the first attempt to serve an extreme risk protection order should be made within 24 hours after receipt from the court unless an emergency situation renders the service infeasible. If an emergency situation prevents a first attempt at service within 24 hours, service shall be attempted as soon as possible. If the first attempt is unsuccessful, at least two additional attempts should be made. If the order is issued against a minor under the age of 18, officers shall also make reasonable efforts to serve a copy of the order on the parent or guardian of the minor at the address where the minor resides, or the Department of Children, Youth, and Families in the case where the minor is the subject of a dependency or court approved out-of-home placement. A minor shall not be served at the minor's school unless no other address for service is known. All attempts at service must be documented

Washougal Police Department

Washougal PD Policy Manual

Extreme Risk Protection Orders

on a proof of service form and submitted to the court in a timely matter (RCW 7.105.150; RCW 7.105.155; RCW 7.105.330(5)).

If personal service is not completed within 10 days, the officer should notify the petitioner, attempt to gain new information sufficient to permit service, and continue to attempt service unless otherwise notified by the court. If the petitioner is unable to provide a service address or there is evidence that the person is evading service, the officer shall use law enforcement databases to assist in locating the person. If service is not successful, all service attempts shall be documented on the proper form and submitted to the Lead Administrative Assistant for filing with the court (RCW 7.105.155).

If the protected person is present when service is attempted, the officer should take reasonable steps to separate the protected person before completing service or inquiring about any firearms (RCW 7.105.155).

340.4.2 SAFETY CONSIDERATIONS

Upon receipt of an extreme risk protection order, the assigned member should evaluate the circumstances of the order and consider what precautions are appropriate for service of the protection order.

When appropriate based on the circumstances and department procedures, service of an order should be executed pursuant to the Operations Planning and Deconfliction Policy.

At least two officers should be present when an order is being served.

340.4.3 SURRENDER OF PROHIBITED ITEMS

The officer serving any extreme risk protection order, including an ex-parte order, shall (RCW 7.105.340):

- (a) Request that any firearms and any concealed pistol license be immediately surrendered, and issue a receipt for the surrendered items.
 - 1. The officer should ensure the original receipt is forwarded to the Lead Administrative Assistant.
- (b) Take into custody any firearms discovered in plain view or pursuant to consent or other lawful search.
- (c) As soon as practicable, but by the end of the officer's shift, submit the proof of service to the Lead Administrative Assistant.

All firearms collected shall be handled and booked in accordance with the Property and Evidence Policy.

340.5 SEARCH WARRANTS

If a person who has been served with an extreme risk protection order refuses to surrender any firearm, the officer should consider whether to seek a search warrant. If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with the Warrant Service Policy.

Washougal Police Department

Washougal PD Policy Manual

Extreme Risk Protection Orders

340.6 LEAD ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

The Lead Administrative Assistant is responsible for ensuring that:

- (a) Orders received from the court are entered into the National Instant Criminal Background Check System (NICS), or any other federal or state computer-based system used by the Department that identifies prohibited purchasers of firearms, and into any other computer-based criminal intelligence information systems used by the Department that lists outstanding warrants (RCW 7.105.350).
- (b) The original receipt of surrendered firearms is filed with the court within 72 hours of service of an extreme risk protection order. A copy of the receipt shall also be properly maintained by the Department (RCW 7.105.340).
- (c) Any proofs of service for notices or orders are filed with the court.
- (d) Expired or terminated orders entered into computer-based systems by the Department are removed (RCW 7.105.350).
- (e) Orders that could not be personally served should be returned to the issuing court on the next judicial day following the last service attempt (RCW 7.105.155).
 - 1. The return should be made on the appropriate form and include the reason that service was unsuccessful.

340.7 COURT-ORDERED FIREARMS SURRENDERS

Authorized members should accept firearms and a concealed pistol license from any person who is the subject of an extreme risk protection order. The member receiving any firearm shall:

- (a) Record the person's name, address, and telephone number.
- (b) Record the serial number of the firearm.
- (c) Prepare an incident report and property report.
- (d) Provide a property receipt to the person who surrendered the firearms (RCW 7.105.340).
 - 1. The original receipt is to be forwarded to the Lead Administrative Assistant.
- (e) Package and submit the firearms in accordance with the Property and Evidence Policy.

340.8 RELEASE OF FIREARMS

Firearms that were taken into custody or surrendered pursuant to an extreme risk protection order should be returned to the restrained person upon the expiration of the order, in accordance with the Property and Evidence Policy (RCW 7.105.345).

340.9 RENEWAL OF EXTREME RISK PROTECTION ORDER

The Detectives supervisor is responsible for review of an extreme risk protection order obtained by the Department, to determine if renewal should be requested within the time prescribed by law (RCW 7.105.410).

Washougal Police Department

Washougal PD Policy Manual

Extreme Risk Protection Orders

340.10 STANDARD FOR ARREST

When an officer has confirmed that a valid extreme risk protection order exists and has probable cause to believe the person has knowledge of the order and violated that order, the officer shall make an arrest and take the person into custody (RCW 10.31.100).

340.11 ORDERS TO SHOW CAUSE

When the Department receives notice from the court of an order to show cause, the Detectives supervisor should consult with legal counsel, as appropriate, to address any requirements involving the Department, including the following (RCW 7.105.340):

- (a) Fulfilling any additional service requirements for the order to show cause
- (b) Providing the court a complete list of firearms surrendered by the person pursuant to the extreme risk protection order that are in the possession of the Department
- (c) Providing the court with verification that any concealed pistol license was surrendered by the person pursuant to the extreme risk protection order and that the agency with authority to revoke the license has been notified
- (d) Filing an affidavit with the court where there is reasonable suspicion that the person who is subject to the extreme risk protection order is not in full compliance with the terms, including the basis for the belief

340.12 EXTREME RISK PROTECTION ORDER COORDINATOR

The Chief of Police should designate an extreme risk protection order coordinator. The responsibilities of the coordinator include:

- (a) Developing and maintaining procedures for the filing of a petition for an order or a renewal of an order by department members (RCW 7.105.100; RCW 7.105.105; RCW 7.105.110).
 - 1. This includes development of procedures to provide notice of an extreme risk protection order to persons who may be at risk of violence (RCW 7.105.110).
- (b) Identifying factors to consider when assessing whether to seek an order, including:
 - 1. Whether threats have been made, and if so, whether the threats are credible and specific.
 - 2. Whether the potential victim is within close proximity.
 - 3. Whether the person has expressed suicidal tendencies.
 - 4. Whether the person has access to firearms.
 - 5. Whether the person has committed an act of violence toward themselves or another person.
 - 6. The criminal history of the person, in particular any history of criminal violence, including whether the person is currently on parole, probation, or monitored release.

Washougal Police Department

Washougal PD Policy Manual

Extreme Risk Protection Orders

7. The mental health history of the person, in particular whether the person has any history of mental illness or has ever been detained for being a danger to themselves or others.
 8. Any known upcoming holidays, anniversaries, or other dates of significance that may serve as a trigger for the person, such as the death of a family member.
 9. Whether the person has any history of drug or alcohol abuse.
- (c) Developing and maintaining procedures for the receipt and service of orders consistent with the requirements of RCW 7.105.150 (Methods of Service) and RCW 7.105.155 (Service by a Law Enforcement Officer). Procedures should include:
1. Methods of authorized service for orders (e.g., service by electronic means, personal service) including mechanisms and verification options for electronic service and electronic returns of service (RCW 7.105.175).
 2. Evaluation of an order to determine appropriate service and necessary precautions (see the Warrant Service Policy and the Operations Planning and Deconfliction Policy).
 3. Forwarding orders to the Operations Captain or the authorized designee.
 4. Forwarding orders to the Lead Administrative Assistant for recording in appropriate databases and required notice to the court, as applicable.
 5. Preparing or obtaining a search warrant prior to attempting service of an order, when appropriate.
- (d) Coordinating with the Operations Captain to provide officers who may be involved in petitioning for or serving orders with training on such orders. Training should include determining when a petition is appropriate, the process for seeking an order, and the service of such orders.
- (e) Reviewing each petition, and any associated court documents for an order prepared by members, for compliance with this policy, department procedures, and state law.
- (f) Developing and maintaining procedures for members to accept voluntarily surrendered prohibited items at times other than when an order is being served by the Department.
1. Procedures should include preparing and providing a receipt identifying all prohibited items to the person surrendering the items.

Generative Artificial Intelligence Use

341.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for department use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of department information technology resources are found in the Information Technology Use Policy.

341.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

341.2 POLICY

The use of GenAI systems carries unique benefits within a law enforcement agency, providing ways to increase operational efficiency, enhance department procedures, and improve the overall effectiveness of the Washougal Police Department.

However, the prompts input into GenAI systems can present risks to both individuals and law enforcement agencies by making accessible to the public information such as department tactics, investigative and training techniques, confidential information (e.g., confidential informants, protected information), active investigations, and security procedures. In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the Department to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by a member of the Department using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

341.3 RESPONSIBILITIES

341.3.1 CHIEF OF POLICE

The Chief of Police or an authorized designee shall approve all GenAI systems, their acceptable uses, and their authorized user groups prior to the use, implementation, or development for any department functions.

Washougal Police Department

Washougal PD Policy Manual

Generative Artificial Intelligence Use

341.3.2 AI COORDINATOR

The Chief of Police or the authorized designee may appoint an AI coordinator. The AI coordinator shall report to the Administrative Captain or the authorized designee.

The responsibilities of the AI coordinator include but are not limited to:

- (a) Evaluating potential GenAI systems and recommending those GenAI systems that appear to be appropriate and trustworthy to the Chief of Police or the authorized designee. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:
 - 1. Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the Department consistently over time.
 - 2. Safety - Any apparent risk to human life, health, property, or the environment that could result from the department's use of the system.
 - 3. Security and resiliency - The system's capability to prevent unauthorized access and misuse and its ability to return to normal function should misuse occur.
 - 4. Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.
 - 5. Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.
 - 6. Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).
 - 7. Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.
- (b) Ensuring appropriate contractual safeguards are in place to manage third-party use of department data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., CJIS requirements) should be used to outline the roles, responsibilities, and data ownership between the Department and third-party vendor.
- (c) Coordinating with others within the Department and City, such as the information technology or legal departments, as appropriate to ensure GenAI systems are procured, implemented, and used appropriately.
- (d) Maintaining a list or inventory of department-approved GenAI systems and, when appropriate for department transparency, making the list or inventory available to the public.
- (e) Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.

Washougal Police Department

Washougal PD Policy Manual

Generative Artificial Intelligence Use

- (f) Ensuring any public-facing GenAI systems notify the user that GenAI is being used.
- (g) Developing and updating training for the authorized users of each department-approved GenAI system.
- (h) Ensuring access to department GenAI systems is limited to authorized users and establishing requirements for user credentials such as two-factor authentication and appropriate password parameters.
- (i) Conducting audits at reasonable time intervals for each of the GenAI systems utilized by the Department to evaluate the performance and effectiveness of each approved system and to determine if it continues to meet the department's needs and expectations of trustworthiness. The coordinator should arrange for audits to be conducted by an external source, as needed.
- (j) Ensuring each GenAI system is updated and undergoes additional training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.
- (k) Keeping abreast of advancements in GenAI and any GenAI-related legal developments.
- (l) Reviewing this policy and department practices and proposing updates as needed to the Chief of Police.
- (m) Developing procedures in coordination with the *Brady* information coordinator and the Lead Administrative Assistant for the compilation and potential release of any discovery or records related to the use of GenAI systems consistent with *Brady* and the Washington Public Records Act.

341.4 USE OF GENERATIVE AI

The use of department GenAI systems by department members shall be limited to official work-related purposes, and members shall only access and use GenAI systems for which they have been authorized and received proper training.

Members shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. Members should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, members should:

- (a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.
- (b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable (see the Bias-Based Policing Policy).
- (c) Include a statement in the final document or work product that GenAI was used to aid in its production.

Washougal Police Department

Washougal PD Policy Manual

Generative Artificial Intelligence Use

341.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential law enforcement techniques, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Members should instead use generic unidentifiable inputs, such as "suspect" or "victim," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

341.5 PROHIBITED USE

Members shall not use GenAI systems to rationalize a law enforcement decision, or as the sole basis of research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation.

Members shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the Chief of Police or the authorized designee for the intended use.

341.6 TRAINING

The AI coordinator should ensure that all members authorized to use GenAI have received appropriate initial training that is suitable for their role and responsibilities prior to their use of GenAI and receive periodic refresher training. Training should include but is not limited to the following:

- (a) A review of this policy
- (b) The need for human oversight of GenAI outputs
- (c) The interpretation, review, and verification of GenAI output
- (d) Checking GenAI output for bias or protected information
- (e) Ethical use of GenAI technology
- (f) Data security and privacy concerns

Chapter 4 - Patrol Operations

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of Patrol and to promote effective intra-departmental cooperation and information sharing.

400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles within assigned jurisdictional areas of Washougal, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws, and respond to emergencies 24-hours a day and seven days a week.

Patrol will provide the following services within the limits of available resources:

- (a) Policing directed at the prevention of criminal acts, traffic violations and collisions, maintenance of public order, detection and mitigation of hazardous situations or conditions.
- (b) Crime prevention activities such as residential inspections, business inspections, and community presentations.
- (c) Response to calls for service, both routine and emergency in nature.
- (d) Investigation of both criminal and non-criminal acts.
- (e) Apprehension of criminal offenders.
- (f) Community-oriented policing and problem-solving activities (such as citizen assists and individual citizen contacts of a positive nature).
- (g) Information sharing between Patrol and others within the Department, as well as other outside governmental agencies.
- (h) Resource application to specific problems or situations within the community, which may be improved or resolved by community-oriented policing and problem-solving strategies.
- (i) Traffic direction and control.

400.1.2 TERRORISM

It is the goal of the Washougal Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism-related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism-related reports and FIs are forwarded to the Detectives Supervisor in a timely fashion.

400.1.3 CIVIL STANDBY REQUESTS

A civil standby is a request for a police officer to be present during a scheduled meeting between two or more parties involved in a civil dispute, for the purpose of maintaining the peace, and

Washougal Police Department

Washougal PD Policy Manual

Patrol Function

ensuring a safe and orderly exchange. Common examples include child custody exchanges, retrieval of personal property, or other civil matters.

Civil standby services are provided at the discretion of the on-duty supervisor or senior officer, and are subject to officer availability and call volume. A civil standby should not exceed 20 minutes, unless prior approval is granted by a supervisor or senior officer. Officers are present solely to maintain the peace. They will not engage in mediation, make legal determinations, or assist in enforcing civil court orders unless specifically authorized by law or court directive. If a civil standby request cannot be accommodated, the officer shall notify the requesting party, explain the circumstances, and attempt to identify an alternative date and time that is mutually acceptable. Requesting parties should be advised that emergency and high-priority calls for service take precedence; the assigned officer may need to leave the civil standby if such a call arises. They should also be reminded that officers are neutral parties and are not present to resolve disputes, determine ownership, or enforce civil agreements without a lawful court order.

An officer may terminate the civil standby at any time if one or more parties become overly agitated or hostile; the officer reasonably believes that assault, property damage, or other unlawful conduct is imminent; safety concerns arise; or other circumstances, in the officer's judgment, make continuation of the standby inadvisable.

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various sections of the Washougal Police Department.

400.2.1 CRIME REPORTS

A crime report may be completed by any employee who receives criminal information. The report will be processed and placed in the review box. Reports will be reviewed by a supervisor who will approve or reject the report. Follow-up investigation will be assigned by the reviewing supervisor.

400.2.2 PATROL BRIEFING

Patrol supervisors and officers are encouraged to share information as much as possible. The shift officer(s) coming off shift should pass on any and all information and details that the officer(s) encountered while on their shift to the on coming officer(s).

400.2.3 INFORMATION CLIPBOARDS

Information clipboards will be maintained in the patrol room and will be available for review by officers from all sections within the department. These will include, but not be limited to, the patrol check clipboard and the wanted persons clipboard.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter a variety of public gatherings, including but not limited to civil demonstrations, civic or political events, social and business functions, public displays, parades, and sporting events. Officers should monitor such events, as time and resources permit, in order to maintain public safety, preserve the peace, and protect the constitutional rights of all individuals involved. A supervisor should be notified when it becomes reasonably foreseeable that a gathering

Washougal Police Department

Washougal PD Policy Manual

Patrol Function

or event may escalate in scope, disrupt public order, or require increased monitoring, engagement, or intervention by law enforcement.

Officers responding to public gatherings should balance enforcement objectives with the constitutional rights of assembly, speech, and association; prioritize voluntary compliance over enforcement whenever possible; seek to identify and engage organizers or responsible individuals to address safety concerns and promote peaceful conduct; use discretion and the least intrusive means necessary to maintain safety and order; and document any significant interactions, enforcement actions, or use of force related to the event.

Officers should consider enforcement action under applicable state and local laws when the gathering results in unlawful activity, including obstruction of entrances, exits, or roadways; the event presents a credible threat to public safety or property; and attempts at voluntary compliance have failed or are not feasible under the circumstances. All enforcement actions must be objectively reasonable, lawful, and proportional to the circumstances, in accordance with relevant Department policies and applicable legal standards.

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Washougal Police Department's commitment to policing that is fair and objective. Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships) (RCW 43.101.410).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing or improper profiling - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin (including limited English proficiency), religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

401.2 POLICY

The Washougal Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics when combined with credible, timely and distinct information linking an individual or individuals with specific characteristics to a particular unlawful incident, pattern of criminal activity, or identifiable criminal scheme.

401.3.1 OTHER PROHIBITIONS

The Washougal Police Department also condemns the illegal use of an individual or group's attire, appearance, or mode of transportation--including the fact that an individual rides a motorcycle or wears motorcycle-related paraphernalia-- as a factor in deciding to stop and question, take enforcement action, arrest, or search a person or vehicle with or without a legal basis under the United States Constitution or Washington State Constitution (RCW 43.101.419).

Additionally, members shall not collect information from a person based on religious belief, practice, or affiliation unless permitted under state law. Members shall not (RCW 42.60.020; RCW 42.60.030):

Washougal Police Department

Washougal PD Policy Manual

Bias-Based Policing

- (a) Provide or disclose to federal government authorities personally identifiable information about a person's religious belief, practice, or affiliation unless the member is being questioned as a witness to a crime.
- (b) Assist federal government authorities in compiling personal information about a person's religious belief, practice, or affiliation.
- (c) Investigate or enforce any requirement that a person register with the federal government or a federal agency based on religion.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform their duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS

Each time an officer makes a traffic stop, the officer shall report any demographic information required by the Department (RCW 43.101.410).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and their supervisor in a timely manner. Supervisors should document these discussions in the prescribed manner.
- (b) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (c) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 STATE REPORTING

Subject to any fiscal constraints, the Administrative Captain should review available data related to traffic stops, including demographic data, existing procedures, practices, and training, as well

Washougal Police Department

Washougal PD Policy Manual

Bias-Based Policing

as complaints. The data should be analyzed for any patterns or other possible indicators of racial- or bias-based profiling and included in an annual report for the Washington Association of Sheriffs and Police Chiefs (WASPC) (RCW 43.101.410(3)).

401.7 ADMINISTRATION

The Administrative Captain shall review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The report should also include a documented review of department activities with potential for bias. This may include traffic and field contacts, asset forfeiture efforts, citizen complaints, and any corrective measures taken. The annual report should not contain any identifying information about any specific complaint, member of the public, or officer. It shall be reviewed and approved by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the department annual report and the annual report submitted to the WASPC, and discuss the results with those they are assigned to supervise.

401.7.1 INCIDENT REVIEW AND ANALYSIS

The annual report shall include a management review and analysis of bias-based profiling incidents and should address any policy, procedure, training, and/or personnel issues identified during the review process.

401.8 TRAINING

Training on fair and objective policing and review of this policy shall be conducted annually and include (RCW 43.101.410):

- (a) Explicit and implicit biases.
- (b) Avoiding improper profiling.

Briefing

402.1 PURPOSE AND SCOPE

This policy discusses the activity of briefing and includes the tasks that should be accomplished during this short period.

402.2 POLICY

Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 BRIEFING

All sections and specialized units will conduct regular briefing to discuss, disseminate, and exchange information among department members, work groups, and other organizations. A supervisor generally will conduct briefing. However, the supervisor may delegate this responsibility to a subordinate member in their absence or for training purposes.

Briefing should include but is not limited to:

- (a) Providing members with information regarding daily activities, with particular attention given to changes in the status of:
 - 1. Wanted persons.
 - 2. Crime patterns.
 - 3. Suspect descriptions.
 - 4. Intelligence reports and photographs.
 - 5. Community issues affecting law enforcement.
 - 6. Major investigations.
- (b) Notifying members of changes in schedules and assignments.
- (c) Reviewing recent incidents for situational awareness and training purposes.
- (d) Providing training on a variety of subjects.
- (e) Conducting periodic personnel inspections.

Supervisors should also ensure that all members are informed about Departmental Directives and any recent policy changes.

402.3.1 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be forwarded to the Operations Captain for inclusion in training records, as appropriate.

402.4 PREPARATION OF MATERIALS

The member conducting briefing is responsible for preparation of the materials necessary for a constructive briefing.

Washougal Police Department

Washougal PD Policy Manual

Briefing

402.5 TRAINING

Briefing training should incorporate short segments on a variety of subjects or topics and may include:

- (a) Review and discussion of new or updated policies.
- (b) Presentation and discussion of the proper application of existing policy to routine daily activities.
- (c) Presentation and discussion of the proper application of existing policy to unusual activities.
- (d) Review of recent incidents for training purposes.

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Washougal Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until they are properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured

Washougal Police Department

Washougal PD Policy Manual

Crime and Disaster Scene Integrity

persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 DETECTIVES SERGEANT RESPONSIBILITIES

The Detectives Sergeant is responsible for ensuring procedures are established that are consistent with the Washington State Patrol Crime Laboratory Division Crime Scene Procedures Manual, including, but not limited to:

- (a) Ensuring reasonable access to qualified personnel, equipment and supplies for processing crime scenes.
- (b) Establishing procedures for collecting, processing and preserving physical evidence in the field.
- (c) Establishing procedures for photographing, video-recording and other imaging used to collect and preserve evidence.
- (d) Establishing procedures for processing, developing, lifting and labeling fingerprints.
- (e) Establishing procedures for the safe collection, storage, transportation and submission of biological and other evidence for DNA testing and evaluation.

403.7 EXECUTION OF HEALTH ORDERS

Sworn members of this department shall enforce all lawful orders of the local health officer, issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (RCW 70.05.070; WAC 246-100-040(2)).

Ride-Along Policy

404.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

404.1.1 ELIGIBILITY

The Washougal Police Department Ride-Along Program is offered to residents, students, and those employed within the city. Every attempt will be made to accommodate interested persons, however, any applicant may be disqualified without cause.

The factors that may be considered in disqualifying an applicant include and are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the Department.
- Denial by any supervisor.

404.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. Generally, ride-along times are from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be approved by a supervisor.

404.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by a sergeant. Each participant will complete a ride-along waiver form and provide a valid state issued identification or driver's license, current address, and telephone number.

Individuals under the age of 18 are typically not allowed to do ride-alongs. Under special circumstances, exceptions may be made for special circumstances with prior approval from the Chief of Police or Captains. A parent or guardian must be physically present to both complete and sign the Ride-Along Form.

A sergeant will schedule a date at least one week after the date of application based on officer availability. Once approved, a copy will be forwarded to the respective squad sergeant as soon as possible for their scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the department will contact the applicant and advise them of the denial.

Officers may request to have civilian riders (e.g., friend, spouse or family member) once the officer has completed their probationary employment period. Requests are made through the officer's

Washougal Police Department

Washougal PD Policy Manual

Ride-Along Policy

immediate supervisor, who may approve or deny the request for any reason. If approved, the officer must ensure that the civilian rider completes a Citizen Ride-Along Form. The Citizen Ride-Along Form must be submitted and signed off by the officer's supervisor prior to the ride-along.

404.2.1 PROGRAM REQUIREMENTS

Once approved, the same civilian ride-along will not be allowed more than once every six months. Exceptions may be made by a supervisor (e.g., reserves, police applicants).

The Department will make reasonable efforts to ensure that no more than one citizen participates in a ride-along during any given shift or time period. Normally, only one ride-along will be permitted in an officer's vehicle at any given time.

404.2.2 SUITABLE ATTIRE

All approved ride-alongs are required to be suitably dressed in a collared shirt, blouse, or jacket; slacks, and closed-toe shoes. The following attire is not permitted: T-shirts, tank tops, shorts, sandals, ripped or torn jeans, or any other clothing deemed inappropriate or unprofessional. Hats and ball caps may not be worn inside the police vehicle. A supervisor may deny or cancel a scheduled ride-along if the participant is not properly dressed.

404.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department, or any other law enforcement agency, will not be permitted to ride-along with on-duty officers without the expressed consent of a supervisor. In the event that such a ride-along is permitted, any off-duty employee shall not be considered on-duty. They shall not represent themselves as a peace officer, or participate in any law enforcement activity, except as emergency circumstances may require.

404.3 OFFICER'S RESPONSIBILITY

The officer shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and, if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation, and as soon as practical send another police unit to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Sergeants are responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the Ride-Along Form shall be returned to the sergeant's in-box, along with any comments by the officer.

404.4 CONTROL OF RIDE-ALONG

The assigned officer shall maintain control over the ride-along at all times, and instruct them in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer.
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.

Washougal Police Department

Washougal PD Policy Manual

Ride-Along Policy

- (c) The ride-along may terminate the ride-along at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.
- (d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.
- (e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

Hazardous Material Response

405.1 PURPOSE AND SCOPE

Exposure to hazardous materials present potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

405.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

405.2 POLICY

It is the policy of the Washougal Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

405.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill, or fire. When members come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond to and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before they are allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

405.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Make the initial assessment of a potentially hazardous material from a safe distance.
- (b) Notify Clark Regional Emergency Services Agency (CRESA), appropriate supervisors, the appropriate fire department and hazardous response units.
 - 1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.
- (c) Wear personal protective equipment (PPE), being cognizant that some hazardous material can be inhaled.

Washougal Police Department

Washougal PD Policy Manual

Hazardous Material Response

- (d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.
- (e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:
 - 1. Placards or use of an emergency response guidebook.
 - 2. Driver's manifest or statements or shipping documents from the person transporting the material.
 - 3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
 - (a) The type of material.
 - (b) How to secure and contain the material.
 - (c) Any other information to protect the safety of those present, the community and the environment.
- (f) Provide first-aid to injured parties if it can be done safely and without contamination.
- (g) Make reasonable efforts to secure the scene and prevent access from unauthorized individuals and to protect and identify any evidence.
- (h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.
- (i) Establish a decontamination area when needed.
- (j) Activate automated community notification systems, if applicable.
- (k) Dependent upon the substance and other specific conditions, consider initiating an emergency public notification or evacuation. The decision to initiate public notifications and/or evacuations shall be in accordance with Clark County Local Emergency Planning Committee (LEPC) procedures.

405.5 REPORTING EXPOSURE

Department members who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded to the Administrative Captain as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused, or believed to be caused, from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness. Such report shall be made in addition to any crime report or incident report as applicable.

Washougal Police Department

Washougal PD Policy Manual

Hazardous Material Response

405.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, they shall ensure that immediate medical treatment is obtained, and appropriate action is taken, to mitigate the exposure or continued exposure.

To ensure the safety of members, PPE is available from supervisors. PPE items not maintained by this department may be available through the appropriate fire department or emergency response team.

Hazard Communication Program

406.1 POLICY

The Washougal Police Department is committed to protecting the health and safety of all employees by preventing exposure to hazardous substances that could result in injury or illness. In compliance with applicable Washington State health and safety regulations, the Department has established a comprehensive Hazard Communication Program. The purpose of this program is to ensure that all employees are informed about the potential hazards associated with chemicals used or stored in the workplace and understand how to safely handle these substances. This written program is available for review by any interested employee and is maintained in the processing hallway for review by any interested employee.

All employees of the Washougal Police Department are required to participate in the hazard communication program.

406.2 CONTAINER LABELING

The Administrative Captain or their designee shall be responsible for implementing and maintaining the Department's container labeling procedures, including periodic review, and updates. The Washougal Police Department utilizes the following labeling system for secondary containers:

- Product identifier: The chemical name or common name clearly displayed.
- Signal word: Either "Danger" (for more severe hazards) or "Warning" (for less severe hazards), as defined by the Globally Harmonized System (GHS).
- Hazard statement(s): Concise descriptions for the specific health or physical hazards (e.g., inhalation hazard, skin absorption, irritant, corrosive to eyes, flammability).
- Manufacturer contact information: Name and telephone number of the chemical manufacturer or distributor.

The Administrative Captain or their designee shall inspect all secondary containers at least annually to ensure proper labeling and update as necessary. Containers found with missing, illegible, or outdated labels shall be relabeled immediately or removed from service. Additionally, the Administrative Captain or designee is responsible for ensuring the proper disposal of any chemicals that are expired, no longer needed, or otherwise deemed unsafe for use.

No chemical container--primary or secondary--shall be placed into service or made available for use until the all labeling requirements have been met in accordance with this policy.

406.3 SAFETY DATA SHEETS (SDS)

The Administrative Captain or their designee is responsible for establishing, maintaining, and monitoring the Department's Safety Data Sheet (SDS) program. This includes ensuring that procedures are in place to obtain SDSs for all hazardous chemicals, reviewing new SDSs for significant safety information, and communicating relevant updates to affected personnel.

Washougal Police Department

Washougal PD Policy Manual

Hazard Communication Program

The procedures for SDS acquisition and review are as follows:

- Notification requirement: Any department member who brings a new chemical into the workplace, or becomes aware of one introduced, must notify the Administrative Captain or designee immediately.
- Monitoring: The Administrative Captain or designee will conduct periodic walkthroughs of the facility to verify the presence and use of chemicals, and to ensure all hazardous materials are accounted for.
- SDS acquisition: For any new chemical, the Administrative Captain or designee will obtain the SDS by accessing and downloading it directly from the manufacturer's official website. No chemical may be used unless its SDS is readily available.
- Recordkeeping: SDSs for all hazardous chemicals in use will be maintained in the Exposure Control Plan binder, located in the Processing Hallway. A digital backup may also be maintained at the discretion of the Administrative Captain.
- Accessibility: SDSs will be made available to all employees at any time during their work shift. Employees who cannot locate an SDS, or who identify a chemical in use without an SDS, must immediately notify the Administrative Captain or designee.
- Prohibited use: The Washougal Police Department will not allow the use of any chemical for which an SDS is unavailable.

406.4 PROCESS FOR REMOVING OUTDATED SAFETY DATA SHEETS (SDS)

The Department is required to maintain records of all chemicals previously used in the workplace. Their retention ensures that documentation is available in the event of future medical or exposure-related claims.

The Administrative Captain or their designee is responsible to ensure the following:

- Chemicals are removed from the workplace once they are no longer needed,
- The SDS sheet is filed in the department medical drawer.
- The date of removal is written on the SDS sheet, and
- The corresponding SDS sheet is removed from the Accident Prevention Program binder,

406.5 EMPLOYEE INFORMATION AND TRAINING

The Administrative Captain or their designee is responsible for establishing and administering the employee training component of the Department's Hazard Communication Program.

All newly hired employees will receive Accident Prevention Program (APP) orientation as part of their onboarding process. Employees who may be exposed to hazardous chemicals as part of their duties will receive chemical-specific training prior to the introduction of any new chemical into the workplace.

Before beginning work involving hazardous substances, each relevant employee shall receive training that includes:

Washougal Police Department

Washougal PD Policy Manual

Hazard Communication Program

An overview of the requirements of the Hazard Communication Standard (29 CFR 1910.1200, WAC 296-901-140).

A description of hazardous chemicals present in their work area.

The physical and health risks associated with such chemicals.

The symptoms of overexposure.

Methods for detecting the presence or accidental release of hazardous chemicals.

Preventive measures to reduce or avoid exposure, including engineering controls, safe work practices, and proper use of personal protective equipment (PPE).

Steps the Washougal Police Department has taken to reduce or prevent exposure to hazardous chemicals.

Emergency procedures in the event of overexposure or chemical spill.

Instruction on how to read labels and SDS's to obtain hazard and handling information.

The location of the SDS binder and written Hazard Communication Program.

Refresher training shall be provided whenever a new chemical hazard is introduced, an employee's job responsibilities change to include new exposure risks, updates to relevant regulations occur, or supervisors determine that retraining is necessary due to observed safety issues or incidents.

406.6 HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform non-routine tasks that involve potential exposure to hazardous substances (e.g., biohazards such as body fluids and cleaning chemicals such as solvents).

Before initiating any non-routine task, the Administrative Captain or their designee is responsible for providing the affected employee(s) with a safety briefing that includes the following::

A list of the specific chemical hazards;

protective and safety measures the employee can use; and the

steps the employer has taken to reduce the hazards. This may include ventilation, respirators, the presence of other employees, and other emergency procedures.

406.7 MULTI-EMPLOYER WORKPLACES

It is the responsibility of the Administrative Captain or their designee to provide employers of any other employees at the work site with the following information:

Access to SDSs for any hazardous substances present at the worksite (either by providing copies or making them available at a central, accessible location).

Notification of precautionary measures to be taken to protect against potential chemical exposures during both routine operations and foreseeable emergencies.

An explanation of the labeling system that is used at the work site.

Washougal Police Department

Washougal PD Policy Manual

Hazard Communication Program

It is also the responsibility of the Administrative Captain or their designee to identify and obtain SDSs for chemicals any contractor or vendor intends to bring into the workplace.

406.8 LEAD HAZARDS

Although lead exposure to employees of the Washougal Police Department (WPD) is generally limited and infrequent, the department recognizes that exposure is possible due to the nature of firearms use. WPD has taken proactive steps to mitigate the risk of lead exposure and has integrated these safeguards into departmental policy and training practices.

Refer to Department Accident Prevention Plan Chapter 1031.5 – Lead Exposure

In accordance with (WAC 296-901-140), all new employees receive training on the health risks associated with lead exposure, including:

- Reproductive/developmental toxicity
- Central nervous system effects
- Kidney effects
- Blood effects
- Acute toxicity symptoms.

All employees participating in firearms training receive refresher training that includes:

- The general hazards of lead exposure and the pathways by which lead can enter the body
- The risk of secondary contamination, including the transfer of lead particles from contaminated clothing, footwear, or equipment to vehicles, homes, or other locations
- The signs, symptoms, and health effects of lead poisoning

For further information, employees are directed to WAC 296-62-07519, Appendices A and B, which are available for review at the firing range. Current training materials and supplemental information about lead exposure are also available upon request at the department.

406.9 LIST OF HAZARDOUS CHEMICALS

The following table identifies all known hazardous chemicals currently used by employees of the Department. Detailed safety information for each chemical can be found in the SDSs, which are maintained in the Accident Prevention Program (APP) binder located in the processing hallway.

The inclusion of chemicals in this inventory is based on hazard information obtained through manufacturer labeling and warning statements, SDSs, and regulatory classifications and standards (e.g., OSHA, WAC). The inventory is reviewed and updated periodically by the Administrative Captain or their designee. Employees are responsible for reporting chemicals in use that are not included in the list below, as well as chemicals listed that are no longer in use. Failure to report such changes may result in unintentional exposure risks and non-compliance with applicable workplace safety regulations.

Washougal Police Department

Washougal PD Policy Manual

Hazard Communication Program

List of Chemicals / SDS identity:

Chemical Name	Manufacturer	Location Used
Clorox Regular Bleach	Clorox	Evidence Processing Room, Bio-hazard (Body fluids) decontamination
Power Solvent No. 9	Hoppe's	Armory
Break Free CLP	Safariland	Armory
Stride Citrus Neutral Cleaner	Johnson Diversey	Used throughout WPD
Pepper Spray	Sabre	In the course of duty.
Fantastik Heavy Duty All Purpose Cleaner	Johnson & Son Inc	Break Room
Road Flares	Orion	In the field.
Propane	Coleman	BBQ
Lead	N/A	Firing Range

Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution, as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

407.2 POLICY

It is the policy of the Washougal Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders, and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

407.3.1 EMERGENCY COMMUNICATIONS

A supervisor may order the telephone company to cut, reroute, or divert telephone lines in order to prevent a suspect from communicating with anyone other than designated personnel in a barricade or hostage situation (RCW 70.85.100).

Washougal Police Department

Washougal PD Policy Manual

Hostage and Barricade Incidents

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should avoid a forceful confrontation and prioritize stabilizing the incident through communication and containment while awaiting the arrival of specialized personnel and/or trained negotiators. During the interim, the following options should be considered. These actions are not listed in order of priority, and may be adapted based on the specific situation:

- Evacuate injured persons from the immediate threat area if it is reasonably safe to do so. Request medical assistance as needed.
- Assign a contact team to control the subject should they attempt to:
 - Exit the building, structure or vehicle;
 - Attack officers or others;
 - Use deadly force;
 - Attempt escape; or
 - Surrender before specialized resources arrive.
- Request resources and equipment as the situation dictates (e.g., canine team, air support).
- Provide responding emergency personnel with a designated safe route of approach.
- Evacuate non-injured persons from the immediate threat area if it can be done safely.
- Establish a line of communication with the subject as soon as possible. Gather intelligence regarding:
 - The subject's identity, mental state, and motivations;
 - Known weapons;
 - Other occupants or hostages;
 - Additional hazards;
 - Any injuries or threats to others.

Washougal Police Department

Washougal PD Policy Manual

Hostage and Barricade Incidents

- Establish an inner and outer perimeter to prevent unauthorized access.
- Evacuate bystanders, residents and businesses within the perimeters, prioritizing the inner perimeter. Conduct welfare checks and identify additional witnesses, involved parties, or relevant evidence.
- Notify appropriate personnel within and outside the Department, including command staff and the Public Information Officer.
- If necessary and available, establish a tactical or exclusive radio channel for the incident, if available and necessary.
- Establish a command post.

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should also attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

- Evacuate injured persons from the immediate threat area if it is reasonably safe to do so. Request medical assistance as needed.
- Assign a contact team to control the subject should they attempt to:
 - Exit the building, structure or vehicle;
 - Attack officers or others;
 - Use deadly force;
 - Attempt escape; or
 - Surrender before specialized resources arrive.
- Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- Request resources and equipment as the situation dictates (e.g., canine team, air support).
- Provide responding emergency personnel with a designated safe route of approach.
- Evacuate non-injured persons from the immediate threat area if it can be done safely.
- Coordinate pursuit or surveillance vehicles, and control of travel routes.
- Establish a line of communication with the subject as soon as possible. Gather intelligence regarding:
 - The subject's identity, mental state, and motivations;

Washougal Police Department

Washougal PD Policy Manual

Hostage and Barricade Incidents

- Known weapons;
 - Other occupants or hostages;
 - Additional hazards;
 - Any injuries or threats to others.
- Establish an inner and outer perimeter to prevent unauthorized access.
- Evacuate bystanders, residents and businesses within the perimeters, prioritizing the inner perimeter. Conduct welfare checks and identify additional witnesses, involved parties, or relevant evidence.
- Notify appropriate personnel within and outside the Department, including command staff and the Public Information Officer.
- If necessary and available, establish a tactical or exclusive radio channel for the incident, if available and necessary
- Establish a command post.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified of a hostage or barricade situation, a supervisor should immediately respond to the scene, assess the risk level, establish a clear chain of command, and assume the role of Incident Commander until properly relieved. The following actions, listed in no particular order, should be considered:

- (a) Ensure injured persons are evacuated and provided medical treatment.
- (b) Confirm completion of necessary first responder tasks, including scene stabilization and perimeter establishment.
- (c) Request crisis negotiators, specialized units, additional personnel, resources, or equipment as appropriate.
- (d) Establish a command post as soon as resources and circumstances permit.
- (e) Designate assistants to manage intelligence gathering, communication, and incident documentation.
- (f) If feasible, arrange for video documentation of the operation.
- (g) Coordinate with utility and communication providers as necessary, including the restriction of such services (e.g., electric power, gas, telephone service).
- (h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or Clark Regional Emergency Services Agency (CRESA).
- (i) Identify a media staging area outside the outer perimeter. Assign the department Public Information Officer (or a designated temporary media representative) to manage media access consistent with the Media Relations Policy.

Washougal Police Department

Washougal PD Policy Manual

Hostage and Barricade Incidents

- (j) Evaluate the need for mutual aid assistance, and plan for personnel relief or rotation during prolonged incidents.
- (k) Debrief personnel and review documentation as appropriate.

407.6 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Washougal Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Washougal Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement, and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Patrol Sergeant or on-duty supervisor is immediately advised and informed of the details. This will enable the Patrol Sergeant or on-duty supervisor to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 WASHOUGAL POLICE DEPARTMENT FACILITY

If the bomb threat is against the Washougal Police Department facility, the Patrol Sergeant or on-duty supervisor will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as they deem appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Washougal Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Patrol Sergeant or on-duty supervisor deems appropriate.

Washougal Police Department

Washougal PD Policy Manual

Response to Bomb Calls

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Washougal, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 - 1. No evacuation of personnel and no search for a device.
 - 2. Search for a device without evacuation of personnel.
 - 3. Evacuation of personnel without a search for a device.
 - 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Patrol Sergeant or on-duty supervisor is immediately notified so that they can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Patrol Sergeant or on-duty supervisor should be notified when police assistance is requested. The Patrol Sergeant or on-duty supervisor will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Patrol Sergeant or on-duty supervisor determine that the Department will assist or control such an incident, they will determine:

- (a) The appropriate level of assistance.
- (b) The plan for assistance.
- (c) Whether to evacuate and/or search the facility.
- (d) Whether to involve facility staff in the search or evacuation of the building.
 - 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
 - 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:

Washougal Police Department

Washougal PD Policy Manual

Response to Bomb Calls

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
 1. Two-way radios
 2. Cell phones
 3. Other personal communication devices
- (d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to a supervisor including:
 - (a) The time of discovery.
 - (b) The exact location of the device.
 - (c) A full description of the device (e.g., size, shape, markings, construction).
 - (d) The anticipated danger zone and perimeter.
 - (e) The areas to be evacuated or cleared.

408.7 OTHER SUSPICIOUS LETTERS, PACKAGES OR BOXES

When contacted by a citizen regarding a suspicious package or letter, members should ask the following questions:

Washougal Police Department

Washougal PD Policy Manual

Response to Bomb Calls

- (a) Is the package or letter accompanied by written or verbal information that would indicate a legitimate threat (e.g. "This is anthrax", or "I want to see you suffer")?
- (b) Is the citizen a potential target of a threat (e.g., works for a large corporation, law enforcement, military, federal agency)?
- (c) Has the citizen received threats in the past?
- (d) Are there restrictive markings (e.g., "Personal", "Private", "To be opened only by...")?
- (e) Is the item postmarked from a foreign country, or have excessive postage?
- (f) Are there protruding wires?
- (g) Are there oily stains on the envelope or package cover, discoloration or crystallization?
- (h) Are there any distinct odors or fumes?

If one or more of the above conditions apply, response by police and/or fire personnel is required. Officers may respond at their discretion even if none of the listed criteria are present. This checklist is a guide and is not all-inclusive--member judgment remains paramount. If any item appears suspicious:

- (a) Advise the citizen not to shake or empty the contents of any suspicious envelope or package.
- (b) If possible, place the envelope or package in a plastic bag, or some other type of container to prevent leakage.
- (c) If no container is available, cover it with any nearby item (e.g., clothing, paper, trash can,) and do not remove the cover.
- (d) Then have the citizen leave the room and close the door, or section off the area to prevent others from entering.
- (e) Instruct the citizen to wash their hands with soap and water to prevent the spread of any possible contaminants.
- (f) Ask the citizen to create a list all of the people who were in the area when the item was discovered.

408.7.1 OFFICER RESPONSE

When responding to reports involving suspicious or potentially hazardous materials, the following procedures shall be followed:

- Upon arrival, determine the exact location of the item (e.g., specific room of the house, area of a vehicle).
- Immediately limit access to the area to prevent potential exposure or contamination.
- Don appropriate personal protective equipment (PPE), including gloves and a mask, prior to approaching the item.

Washougal Police Department

Washougal PD Policy Manual

Response to Bomb Calls

- Examine the item only to the extent necessary to determine whether it presents an immediate threat or requires the involvement of additional resources (e.g., FBI, CDC, WSP, HAZMAT).
- If the officer believes the item poses a legitimate hazard, promptly notify a supervisor and provide a detailed assessment.
- The supervisor will determine the need for additional resources and coordinate requests through dispatch as appropriate.
- If the officer determines there is no immediate threat, but the reporting party remains concerned, advise them of safe disposal options:
 - Minimize contact with the item using tools such as gloves, tongs, or sponges.
 - Seal the item in one container, then place that container inside a second sealed container (e.g., double-bagged).
 - The citizen may either dispose of the item in their regular waste disposal system or store it in a secure location should symptoms or additional concerns develop.
 - If warranted, and only with supervisor approval, the item may be temporarily stored in the Washougal Police Department evidence room—but only if it is properly double-bagged.
 - Advise the reporting party to thoroughly wash their hands and clean any clothing or surfaces that may have come into contact with the material.
 - Refer concerned parties to the Southwest Washington Health District during business hours at (360) 397-8215.
 - Additional health information may be obtained from:

Washington State Department of Health: <https://www.doh.wa.gov>

Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov>

NOTE: No items will be submitted for laboratory testing unless specifically directed by the FBI. Items authorized for testing must be triple bagged, with each bag clearly labeled with a biohazard sticker and then sealed in a leak-proof outer container (e.g., a metal paint can). Testing requires prior contact with Clark County Public Health (564-397-8000), and the Washington State Department of Health (1-877-539-4344). Transportation of test items will typically be conducted by local law enforcement, HAZMAT, Washington State Patrol, or a Federal Bureau of Investigation (FBI) representative.

408.7.2 OFFICE STAFF

Office staff should carefully monitor all incoming mail for the following:

- (a) Excessive postage
- (b) Handwritten or poorly typed addresses

Washougal Police Department

Washougal PD Policy Manual

Response to Bomb Calls

- (c) Incorrect titles or use of title without a name (e.g., "Chief")
- (d) Misspellings of common words
- (e) Oily stains, discolorations, or unusual odors
- (f) No return address
- (g) Excessive weight or bulkiness
- (h) Lopsided or uneven envelope
- (i) Protruding wires or aluminum foil
- (j) Excessive security material (e.g., masking tape, string)
- (k) Visual distractions
- (l) Ticking sounds or vibrations
- (m) Restrictive endorsements (e.g., "Personal" or "Confidential")
- (n) Postmarks that do not match the return address.

Staff should wear gloves when opening any mail. Any suspicious item shall be brought to the immediate attention of an on-duty officer. Office and other administrative staff may request to be fitted for a NIOSH N95 particulate mask for additional protection.

408.8 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

408.8.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

Emergency Detentions

409.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual under an emergency detention.

409.2 POLICY

It is the policy of the Washougal Police Department to protect the public and individuals through legal and appropriate use of the emergency detention process.

409.3 AUTHORITY

An officer may take a person into emergency detention when either (RCW 71.05.150; RCW 71.05.153; RCW 71.05.201; RCW 71.34.710; RCW 71.34.351):

- (a) There is reasonable cause to believe that a person is suffering from a behavioral health disorder (e.g., mental disorder, substance abuse disorder) and presents an imminent likelihood of serious harm, or is in imminent danger because of being gravely disabled
- (b) The officer has received an order authorizing emergency detention from a court or a designated crisis responder

Persons taken into emergency detention should be transported to an appropriate facility as soon as practicable.

409.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for emergency detention, they may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

- (a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person.
- (b) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

If at any point the individual changes their mind regarding voluntary evaluation, officers should proceed with the emergency detention process, if appropriate.

409.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for emergency detention should consider, as time and circumstances reasonably permit:

- (a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.

Washougal Police Department

Washougal PD Policy Manual

Emergency Detentions

- (d) Community or other resources available to assist in dealing with behavioral health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Emergency detentions should be preferred over arrest for individuals with behavioral health disorders who are suspected of committing minor crimes or creating other public safety issues.

409.5 TRANSPORTATION

Transport for any individual into emergency detention shall be conducted in accordance with the Transporting Persons in Custody Policy.

Officers may transport individuals in a patrol vehicle and shall secure them in accordance with the Handcuffing and Restraints Policy.

409.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking voluntary treatment, the officer should provide the staff member with the written application for an emergency detention and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

409.7 DOCUMENTATION

The officer should complete an application for emergency detention, provide it to the facility staff member assigned to the individual, and retain a copy of the application for inclusion in the case report.

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

409.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into emergency detention should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for emergency detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the emergency detention.

Washougal Police Department

Washougal PD Policy Manual

Emergency Detentions

- (c) Facilitate the individual's transfer to the jail facility.
- (d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for emergency detention.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard), and other relevant factors in making this decision.

409.9 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into emergency custody, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

409.10 TRAINING

This department will endeavor to provide department-approved training on interaction with persons with behavioral health disorders, emergency detentions and crisis intervention.

Citation Releases

410.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Washougal Police Department with guidance on when to release adults who are suspected offenders on a citation and notice to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

410.2 POLICY

The Washougal Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation and notice to appear in court, when authorized to do so.

410.3 RELEASE

A suspected offender may be released on a citation and notice to appear in court when an officer can arrest pursuant to statute for a violation of law punishable as a misdemeanor or gross misdemeanor (Criminal Rules, CrRLJ 2.1(b)(1)).

410.4 PROHIBITIONS

The release of a suspected offender on a citation and notice to appear is not permitted when:

- (a) A person has been arrested pursuant to RCW 10.31.100(2) (restraining orders).
- (b) An officer has probable cause to believe that the person arrested has violated RCW 46.61.502 (DUI) or RCW 46.61.504 (physical control of a vehicle while DUI), or equivalent local ordinance, and the officer has knowledge that the person has a prior offense as defined in RCW 46.61.5055 (alcohol and drug violators) within the last 10 years; or that the person is charged with or is awaiting arraignment for an offense that would qualify as a prior offense under RCW 46.61.5055 if it were a conviction (RCW 10.31.100; Criminal Rules, CrRLJ 3.2(o)(3)).

See the Domestic Violence Policy for release restrictions related to those investigations.

410.5 CONSIDERATIONS

In determining whether to cite and release a person, officers shall consider whether (Criminal Rules, CrRLJ 2.1(b)(2)):

- (a) The suspected offender has identified themselves satisfactorily.
- (b) Detention appears reasonably necessary to prevent imminent bodily harm to the individual or others, prevent property damage, or avoid a breach of the peace.
- (c) The suspected offender has ties to the community reasonably sufficient to assure their appearance, or whether there is substantial likelihood they will fail to respond to the citation and notice.
- (d) The suspected offender has a history of failing to appear in response to a citation and notice issued pursuant to the court rule or to other lawful process.

Foreign Diplomatic and Consular Representatives

411.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Washougal Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

411.1.1 DEFINITIONS

Foreign National - anyone who is not a citizen of the United States (U.S.). A person with dual citizenship, U.S. and foreign, is not a foreign national. Not all foreign nationals are entitled to privileges and immunities in the U.S.

Diplomatic Immunity - a principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and authorities, for both their official--and to a large extent--their personal activities.

411.2 POLICY

The Washougal Police Department respects international law related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

[See attachment: Diplomatic and Consular Immunity - Guidance for Law Enforcement and Judicial Authorities.pdf](#)

411.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that their claim will be investigated and they may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

Washougal Police Department

Washougal PD Policy Manual

Foreign Diplomatic and Consular Representatives

- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

411.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety, or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests, and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - 1. Diplomatic-level staff of missions to international organizations and recognized family members
 - 2. Diplomatic agents and recognized family members
 - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
 - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
 - 2. Support staff of missions to international organizations
 - 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
 - 4. Honorary consular officers

Washougal Police Department

Washougal PD Policy Manual

Foreign Diplomatic and Consular Representatives

411.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

411.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note a)	Yes	Yes	Yes	No for official acts. Yes otherwise (note a).	No immunity or inviolability (note a)
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note a)	Yes (note d)	Yes	No for official acts. Testimony may not be compelled in any case.	No for official acts. Yes otherwise (note a).	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts. Yes otherwise.	No for official acts. Yes otherwise.	No immunity or inviolability
Consulate Employees	Yes (note a)	Yes	Yes	No for official acts. Yes otherwise.	No for official acts. Yes otherwise (note a).	No immunity or inviolability (note a)
Int'l Org Staff (note b)	Yes (note c)	Yes (note c)	Yes	Yes (note c)	No for official acts. Yes otherwise (note c).	No immunity or inviolability

Washougal Police Department

Washougal PD Policy Manual

Foreign Diplomatic and Consular Representatives

Diplomatic-Level Staff of Missions to Int'l Org	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts. Yes otherwise.	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Rapid Response and Deployment

412.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

412.2 POLICY

The Washougal Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

412.3 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be made based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel, This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.

Washougal Police Department

Washougal PD Policy Manual

Rapid Response and Deployment

- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

412.4 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

412.5 PLANNING

The Operations Captain should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

412.6 TRAINING

The Operations Captain should include rapid response to critical incidents in the training plan. This training should address:

Washougal Police Department

Washougal PD Policy Manual

Rapid Response and Deployment

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, breaching tool, and control device training.
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

412.7 SCHOOL NOTIFICATION

The Operations Captain should establish protocols for public and private school notification in the event an incident reasonably appears to require a lockdown or evacuation. Protocols should include notification to all known schools in the vicinity of the incident that may be similarly threatened (RCW 28A.320.125).

Immigration Violations

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Washougal Police Department relating to immigration laws and interacting with federal immigration officials (RCW 43.10.315).

413.2 POLICY

It is the policy of the Washougal Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

413.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Washington constitutions.

413.4 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

413.5 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; RCW 2.28.310):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

413.6 WASHINGTON STATE IMMIGRATION RESTRICTIONS

Members shall not (RCW 10.93.160):

- (a) Inquire into or collect information about an individual's immigration or citizenship status, or place of birth unless there is a connection between such information and an investigation into a violation of state or local criminal law.

Washougal Police Department

Washougal PD Policy Manual

Immigration Violations

- (b) Provide information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law.
- (c) Provide nonpublicly available personal information about an individual to federal immigration authorities in a noncriminal matter, except as required by state or federal law.
- (d) Give federal immigration authorities access to interview individuals about a noncriminal matter while they are in custody, except as required by state or federal law, a court order, or written consent of the individual.
- (e) Allow a federal immigration authority to conduct an interview regarding federal immigration violations with a person who is in custody if the person has not consented in writing to be interviewed. In order to obtain consent, the person shall be provided with an oral explanation and a written consent form that explains the purpose of the interview, that the interview is voluntary, and that the person may decline to be interviewed or may choose to be interviewed only with the person's attorney present.
- (f) Detain individuals solely for the purpose of determining their immigration status.
- (g) Take a person into custody or hold a person in custody:
 - 1. Solely for the purposes of determining immigration status
 - 2. Based solely on a civil immigration warrant issued by a federal immigration authority
 - 3. On an immigration hold request

413.6.1 SCHOOL RESOURCE OFFICERS

Members who are school resource officers shall not (RCW 10.93.160):

- (a) Inquire or collect information about an individual's immigration or citizenship status, or place of birth.
- (b) Provide information pursuant to notification requests from federal immigration officials for the purposes of civil immigration enforcement, except as required by law.

413.7 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Detectives supervisor assigned to oversee the handling of any related case. The Detectives supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

Washougal Police Department

Washougal PD Policy Manual

Immigration Violations

- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner (RCW 7.98.020).
 - 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

413.7.1 TIME FRAME FOR COMPLETION

The Detectives supervisor should ensure that the certification for the U visa or T visa is processed within 90 days of the request, unless the victim is in federal immigration removal proceedings, in which case the certification shall be executed within 14 days after the request is received. The certification may be withdrawn only if the victim unreasonably refuses to provide information and assistance related to the investigation or prosecution of the associated criminal activity when reasonably requested by the Department (RCW 7.98.020).

413.7.2 U VISA AND T VISA DOCUMENTATION AND REPORTING

The Detectives supervisor shall keep written documentation regarding the number of certification forms that are (RCW 7.98.020):

- (a) Requested by a victim.
- (b) Signed.
- (c) Denied.
- (d) Withdrawn.

The Detectives supervisor or the authorized designee should ensure that the information collected regarding certification forms is reported annually to the Office of Crime Victims Advocacy (RCW 7.98.020).

413.7.3 RELEASE OF INFORMATION

Personal identifying information or information regarding the citizenship or immigration status of any victim of criminal activity or trafficking who is requesting a certification shall not be disclosed except when allowed by law (RCW 7.98.020). See also the Records Maintenance and Release Policy.

413.8 TRAINING

The Operations Captain should ensure that officers receive training on this policy.

Training should include:

- (a) Identifying civil versus criminal immigration violations.

Washougal Police Department

Washougal PD Policy Manual

Immigration Violations

- (b) Factors that may be considered in determining whether a criminal immigration offense has been committed.
- (c) Statutory limitations on immigration enforcement.
- (d) U visa and T visa certification training.
- (e) Appropriate information sharing pursuant to 8 USC § 1373.

Emergency Utility Service

414.1 PURPOSE AND SCOPE

The City Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

414.1.1 BROKEN WATER LINES

The City's responsibility ends at the water meter; any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practical by the Dispatch Center.

414.1.2 ELECTRICAL LINES

City Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. Clark Public Utilities (electricity) or Public Works should be promptly notified, as appropriate.

414.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Public Works maintains the reservoirs and public water equipment, as well as several underpass and other street drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

414.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained in the patrol room.

Public Works can be reached at 360-835-8501 during business hours, and 360-735-9509 after business hours. Clark Public Utilities (electricity) can be reached at 360-992-8000.

414.2 TRAFFIC SIGNAL MAINTENANCE

The City of Washougal contracts with a private maintenance company to furnish maintenance for all traffic signals within the City, other than those maintained by the State of Washington.

414.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer will advise the the Dispatch Center of the location and problem with the signal. The dispatcher should make the necessary notification to the proper maintenance agency.

Field Training Officer Program

415.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Washougal Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, productive and professional manner.

415.2 FIELD TRAINING OFFICER SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

415.2.1 SELECTION PROCESS

Officers selected to serve as FTOs should meet the following requirements:

- (a) Demonstrated desire to be an FTO.
- (b) Demonstrated ability to serve as a positive role model.
- (c) Successful participation and completion of an internal oral interview selection process.
- (d) Favorable evaluations and recommendations from supervisors and current FTOs.
- (e) Possession of a valid Peace Officer Certificate with the Washington State Criminal Justice Training Commission (CJTC).

415.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a CJTC Certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

415.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program supervisor will be selected from the rank of sergeant or above by the Operations Captain or their designee, and shall possess a CJTC Supervisory Certificate.

The responsibilities of the FTO Program Supervisor include the following:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Ensuring FTO/Trainee performance evaluations are completed and maintained.
- (d) Maintaining, updating, and issuing the Field Training Manual to each trainee.
- (e) Monitoring individual FTO performance.
- (f) Monitoring overall FTO Program.

Washougal Police Department

Washougal PD Policy Manual

Field Training Officer Program

- (g) Liaising with FTO Coordinators of other agencies.
- (h) Liaising with academy staff on recruit performance during the academy.
- (i) Development of ongoing training for FTOs.

415.4 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the Washougal Police Department who has successfully completed a CJTC approved Basic Academy.

415.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, which consists of at least 22 weeks.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of 10 weeks.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

415.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of their Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Washougal Police Department. The officer shall become knowledgeable of the subject matter as outlined. They shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the Washougal Police Department.

415.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

415.6.1 FIELD TRAINING OFFICER

Each FTO will be responsible for the following duties:

- (a) Complete and submit a written Daily Trainee Performance Evaluation (DTPE) on the performance of their assigned trainee. DTPEs shall be submitted to the FTO program supervisor on a daily basis.
- (b) Review the Daily Trainee Performance Evaluations with their trainee each day.
- (c) Complete a detailed end-of-phase performance evaluation on their assigned trainee at the end of each training phase.
- (d) Accurately document and sign off on all completed training topics in the Field Training Manual. The FTO shall clearly indicate the method(s) of instruction and assessment used to evaluate trainee performance for each topic.

Washougal Police Department

Washougal PD Policy Manual

Field Training Officer Program

415.6.2 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the DTPEs and forward them to the Field Training Administrator.

415.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the DTPEs submitted by the FTO through their immediate supervisor.

415.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTO's and on the Field Training Program.

415.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) DTPEs.
- (b) End of phase evaluations.
- (c) A Certificate of Completion, certifying that the trainee has successfully completed the required number of hours of field training.

Aircraft Accidents

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan, and Hazardous Material Response policies.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

416.2 POLICY

It is the policy of the Washougal Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

416.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

416.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Washougal Police Department

Washougal PD Policy Manual

Aircraft Accidents

416.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

416.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Medical Examiner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

416.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.

Washougal Police Department

Washougal PD Policy Manual

Aircraft Accidents

- (d) Evacuation chutes, ballistic parachute systems and composite materials.

416.8 DOCUMENTATION

All aircraft accidents occurring within the City of Washougal shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of WPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

416.8.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

416.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of their observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

416.9 MEDIA RELATIONS

The Public Information Officer (PIO), Chief of Police, or authorized designee should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Washougal Police Department

Washougal PD Policy Manual

Aircraft Accidents

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO, Chief of Police, or authorized designee should coordinate with other involved entities before the release of information.

Obtaining Air Support

417.1 PURPOSE AND SCOPE

The use of police air support can be invaluable in certain situations. This policy outlines the circumstances under which air support may be requested, and defines the responsibilities of personnel involved in initiating such requests.

417.2 REQUEST FOR AIR SUPPORT ASSISTANCE

If a supervisor or officer in charge of an incident determines that air support would be beneficial, they should contact the Clark Regional Emergency Services Agency (CRESA) to inquire about availability. Some agencies in the Portland/Vancouver metropolitan area maintain part-time fixed-wing air assets. Additionally, the Washington State Patrol (WSP) has fixed-wing aircraft based in the Olympia area, which may be available depending on the nature and circumstances of the incident.

417.2.1 REQUEST FOR AIR SUPPORT ASSISTANCE FROM ANOTHER AGENCY

If air support is available and the agency providing the asset agrees to assist, the supervisor or officer in charge of the incident should establish direct contact with the aircrew. They should provide specific details of the incident and maintain ongoing communications with the aircrew throughout the operation.

417.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Air support may be requested under any of the following conditions:

- (a) When activated under existing mutual aid agreements.
- (b) When the safety of law enforcement personnel is at risk and the presence of air support may help mitigate the hazard.
- (c) To assist in the apprehension of a suspected fleeing felon whose continued freedom presents an ongoing threat to public safety.
- (d) To aid in locating a missing or lost person when their continued absence poses a serious health or safety hazard.
- (e) Vehicle pursuits.

While it is recognized that the availability of air support will generally provide valuable assistance to ground personnel, the presence of air support will rarely replace the need for officers on the ground.

Contacts and Temporary Detentions

418.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

418.1.1 DEFINITIONS

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that their contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions or physical force, causes an individual to reasonably believe they are required to restrict their movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement. An officer may only use physical force to restrain a person if they have probable cause to make an arrest, prevent an escape as defined under chapter 9A.76 RCW, or protect against an imminent threat of bodily injury to the peace officer, another person, or the person whom force is being used against.

418.2 POLICY

The Washougal Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

Washougal Police Department

Washougal PD Policy Manual

Contacts and Temporary Detentions

418.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion. An officer may only use physical force to restrain a person if they have probable cause to make an arrest, prevent an escape as defined under chapter 9A.76 RCW, or protect against an imminent threat of bodily injury to the peace officer, another person, or the person whom force is being used against.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Washougal Police Department to strengthen community involvement, community awareness, and problem identification.

418.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that they are part of a criminal enterprise or are engaged in a criminal act.
- (b) Actions suggesting that they are engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Suspicious presence in a particular area.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate, or clothes bulging in a manner that suggests they are carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

418.3.2 JUVENILE FIELD CONTACTS

An officer shall permit a juvenile 17 years of age or younger to consult with legal counsel in person, by telephone, or by video conference, before the juvenile waives any constitutional rights anytime an officer detains a juvenile based on probable cause of involvement in criminal activity or requests the juvenile provide consent to an evidentiary search of the juvenile's property, dwellings, or vehicles under their control (RCW 13.40.740). See the Temporary Custody of Juveniles Policy, Interviewing or Interrogating Juvenile Suspects section for additional guidance and exceptions.

418.4 PAT-DOWN SEARCHES

Once a valid stop has been made, consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of

Washougal Police Department

Washougal PD Policy Manual

Contacts and Temporary Detentions

a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to the following:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or neighborhood where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.
- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, pat-down searches should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search. An officer may only use physical force to restrain a person if they have probable cause to make an arrest, prevent an escape as defined under chapter 9A.76 RCW, or protect against an imminent threat of bodily injury to the peace officer, another person, or the person whom force is being used against.

418.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

418.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject of the photograph knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

418.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based on reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs shall be uploaded to QueTel, and retained in compliance with this policy.

Washougal Police Department

Washougal PD Policy Manual

Contacts and Temporary Detentions

418.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to QueTel, and an FI or police report will be completed explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation, and a case number was not pulled, then an FI must be completed.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

418.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

418.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with a supervisor and/or detective to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to their departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
 - 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Mobile Digital Computer Use

419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use, and application of the Mobile Digital Computer (MDC) system in order to ensure proper access to confidential records from local, state, and national law enforcement databases, and to ensure effective electronic communications between department members and Clark Regional Emergency Services Agency (CRESA). See the CJIS Access, Maintenance, and Security Policy for additional guidance.

419.2 POLICY

Washougal Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

419.3 PRIVACY EXPECTATION

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

419.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use, Protected Information, and CJIS Access, Maintenance, and Security policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Patrol Sergeant.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks, or communications that are directly related to the business, administration, or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from their supervisor.

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

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

Washougal Police Department

Washougal PD Policy Manual

Mobile Digital Computer Use

419.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

419.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the on-duty supervisor or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

419.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC when the vehicle is not in motion.

419.5.2 EMERGENCY ACTIVATION

If there is an emergency activation, and there is either no response to a request for confirmation of the need for emergency assistance or confirmation of the need, available resources will be sent to assist in locating the activating member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a supervisor is notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made, or if they are also handling an emergency.

419.6 EQUIPMENT CONSIDERATIONS

419.6.1 MALFUNCTIONING MDC

Members will avoid using vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Clark Regional Emergency Services Agency (CRESA).

Washougal Police Department

Washougal PD Policy Manual

Mobile Digital Computer Use

419.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs while in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

Public Recording of Law Enforcement Activity

420.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

420.2 POLICY

The Washougal Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

420.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
 - 1. Tampering with a witness or suspect.
 - 2. Inciting others to violate the law.
 - 3. Being so close to the activity as to present a clear safety hazard to the officers.
 - 4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the officers, themselves or others.

420.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an

Washougal Police Department

Washougal PD Policy Manual

Public Recording of Law Enforcement Activity

individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that they may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

420.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

420.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 - 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 - 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
 - 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department-owned device.

Washougal Police Department

Washougal PD Policy Manual

Public Recording of Law Enforcement Activity

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

Body-Worn Cameras

423.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of body-worn cameras (BWC) by members of this department while in the performance of their duties (RCW 10.109.010). BWCs will be used to enhance officer safety and are not intended to replace effective first-level supervisory practices. BWC use shall be in accordance with applicable law.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any Washougal Police Department facility, authorized undercover operations, wiretaps, or eavesdropping (concealed listening devices).

423.2 POLICY

The Washougal Police Department shall provide uniformed members with BWCs for use during the performance of their duties. All uniformed officers who are provided with a BWC by the department shall use and wear it consistent with this policy. This policy is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

423.3 COORDINATOR

The Chief of Police or the authorized designee should appoint a coordinator responsible for (RCW 10.109.010):

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
- (b) Establishing procedures for transferring, downloading, tagging or marking events.
- (c) Establishing procedures for members communicating to non-English speakers, those with limited English proficiency or those who are deaf or hard of hearing that a portable recorder is being used.
- (d) Establishing procedures for accessing data and recordings.
- (e) Establishing procedures for logging or auditing access.

423.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of the Department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

423.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure they are equipped with a BWC issued by the Department, and that the equipment is in good working order. If the BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to their supervisor and obtain a functioning device as soon

Washougal Police Department

Washougal PD Policy Manual

Body-Worn Cameras

as reasonably practicable. Uniformed members should wear the BWC in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry a BWC at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned, or the member deactivated the recording. Members should include the reason for deactivation (RCW 10.109.010). When preparing citations or reports, officers should not use the fact that a recording was made as a reason to write a less detailed report.

423.6 ACTIVATION OF THE BODY-WORN CAMERA

This policy is not intended to describe every possible situation in which the BWC should be used, although there are many situations where its use is appropriate. Members should activate the recorder whenever they believe it is relevant or valuable to record an incident.

The BWC should be activated in any of the following situations:

- (a) All enforcement and investigative contacts, including calls for service, stops, and field interview (FI) situations.
- (b) Traffic stops including, but are not limited to, traffic violations, stranded motorist assistance, and all crime interdiction stops.
- (c) Self-initiated activity in which a member would normally notify Clark Regional Emergency Services Agency (CRESA).
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer an issue unless the circumstances no longer fit the criteria for recording.

Members of this department should advise members of the public that they are being audio and video recorded if reasonably practicable. Members are required to notify persons that they are being audio and video recorded during traffic stops. Announcements are not required pursuant to a warrant or when the communication is of an emergency nature or relates to communications by a hostage holder or barricaded suspect (RCW 9.73.030). Officers shall make a reasonable effort to ensure that non-English speaking persons, those with limited English language proficiency, or those who are deaf or hard of hearing understand that they are being recorded. A reasonable

Washougal Police Department

Washougal PD Policy Manual

Body-Worn Cameras

effort includes but is not limited to, obtaining the services of a qualified interpreter, if feasible. If a community member asks if an officer is recording the event, officers must answer truthfully.

At no time is a member expected to jeopardize their safety in order to activate a BWC. However, the recorder should be activated in the situations described above as soon as reasonably practicable.

423.6.1 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

423.6.2 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped mid-call for sensitive communications that include law enforcement intelligence information or tactical planning. The member shall explain the reason for stopping the recording on camera and shall immediately turn the camera back on once these communications are over. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

423.6.3 DISCRETIONARY RECORDING

It is permissible under this policy for members to exercise discretion to not record events in the following circumstances:

- (a) When consideration and respect for a person's privacy or dignity outweigh the need to record an event, examples include death notifications, child or sexual assault victim interviews, or a person's cultural or religious objections to being recorded.
- (b) If a community member objects to being recorded, the member may elect to record despite the objection. Since conversations with police officers are not considered private under Washington State law, there is no requirement that a member turns off the camera when a community member objects to being recorded.

423.6.4 ACTIVATION AMNESTY

No employee will be subject to discipline for failing to activate a camera for any reason for the first month, or 16 shifts, whichever occurs later, after they are assigned to wear a BWC. Evidence of failure to activate a BWC during the amnesty period will not be used or considered in performance evaluations or discipline. After the amnesty period ends, a pattern of failing to activate the camera may result in discipline.

The amnesty period will apply again anytime an employee is reassigned to a position without a BWC for a period of six months or more, and then returns to an assignment with a BWC.

423.7 PROHIBITED USE OF BODY-WORN CAMERAS

Members should not record in the following situations:

Washougal Police Department

Washougal PD Policy Manual

Body-Worn Cameras

- (a) Inside the police station, except when taking law enforcement action such as conducting interviews, taking an in-person report, processing a DUI, or guarding an in-custody person. The member should announce they are recording when they enter the station under these circumstances.
- (b) Inside the interior of medical, mental health, counseling, or other therapeutic facilities unless investigating a call for service.
- (c) During privileged conversations such as attorney-client, peer support, or guild discussion.
- (d) Inside a locker room or restroom unless the member is taking law enforcement action, such as making an arrest.
- (e) Meetings with confidential informants.

Members are prohibited from using department-issued BWCs for personal use and from making personal copies of recordings created on duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with a department-issued or personally owned devices. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Patrol Sergeant. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for embarrassment, harassment, or ridicule.

423.8 SURREPTITIOUS USE OF THE BWC

Washington law prohibits any individual from surreptitiously recording any conversation, except as provided in RCW 9.73.040, RCW 9.73.090 and RCW 9.73.210.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

423.9 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.

Washougal Police Department

Washougal PD Policy Manual

Body-Worn Cameras

- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

423.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

423.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

423.11 REVIEW OF BWC VIDEO

Employees may view their own BWC video at any time in accordance with this policy and should review their recordings as a resource when preparing written reports. Members involved or witnessing a use of force incident, up to and including deadly force, shall be allowed to review their BWC footage, in-car video recording and the recording of any other involved/witness officers/employees that capture the involved/witness employee's image or voice at least 24 hours before giving any statement or writing a report. This does not apply to the requirement for a public safety statement.

Recordings may be reviewed by individuals other than the recording officer in any of the following situations:

- (a) By employees before completing their police report or providing a statement pursuant to an internal affairs or criminal investigation, subject to the following situations:
 - i. Employees and their guild representative or legal counsel, in any administrative investigation will be allowed to view all footage of an incident prior to any interview or answering questions related to any administrative investigation..
 - ii. Involved and witness members, and their guild representative or legal counsel, in a use of force investigation, including an officer-involved shooting or other use of deadly force, will be provided with and allowed to review BWC footage prior to any interview, answering questions or writing reports. Involved and witness employees will be provided and allowed to view their own BWC footage, and any other BWC footage of the incident that captures their image, voice, shows actions, items, or other relevant factors the employee could have seen from their vantage point and could have been used in making a determination to use force against an individual(s) at the time of the incident.

Washougal Police Department

Washougal PD Policy Manual

Body-Worn Cameras

- iii. During an officer-involved shooting or use of force incident that results in significant bodily injury or death, command staff or their designee will obtain and lock any relevant BWC footage to restrict access to those directly involved in the incident and any investigators, legal counsel, or guild representatives assigned.
- (b) Supervisors are authorized to review relevant recordings any time they investigate alleged misconduct. Review of the BWC video shall be related to the specific complaint(s) and not used as the basis to randomly search for other possible violations. Discovery of other allegations during this review shall require the supervisor to articulate the purpose of expanding the scope of the review. Inadvertent discovery of other policy violations shall be addressed in accordance with the Personnel Complaints policy.
- (c) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (d) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (e) By media personnel with permission of the Chief of Police or the authorized designee.
- (f) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

423.12 TRAINING

The Operations Captain should ensure that those members issued a BWC receive initial training upon issue and periodic training thereafter (RCW 10.109.010). The Department will develop training materials and training criteria that ensure consistent training of employees. Prior to wearing and operating a BWC, employees are required to successfully complete department-authorized training that includes:

- (a) Review of Department policies and procedures
- (b) System preparation and operation
- (c) Placement of BWC
- (d) Procedure for downloading/uploading, marking and tagging recorded information

Medical Cannabis

421.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for handling and distinguishing between claims of medical cannabis use under Washington's Medical Use of Cannabis Act and criminal controlled substance violations (RCW 69.51A.005 et seq.).

421.1.1 DEFINITIONS

Definitions related to this policy include (RCW 69.51A.010):

Authorization - Documentation that is signed and dated by a qualifying patient's health care professional, authorizing use of medical cannabis.

Designated provider - A person who:

- Is 21 years of age or older and is the parent or guardian of a qualifying patient who is 17 years of age or younger and holds a recognition card.
- Has been designated in writing by a qualifying patient to serve as the designated provider for that patient.
- Has an authorization from the qualifying patient's health care professional.
- Has been entered into the medical cannabis authorization database as being the designated provider to a qualifying patient and has been provided a recognition card.

An individual may act as a designated provider to no more than one patient at a time, is prohibited from consuming cannabis obtained for the use of the qualifying patient, and may only provide cannabis to the patient designated to the provider.

Medical use of cannabis - The manufacture, production, possession, transportation, delivery, ingestion, application, or administration of cannabis for the exclusive benefit of a qualifying patient in the treatment of the patient's terminal or debilitating medical condition.

Qualifying patient - Any person who meets all of the following criteria:

- Has been diagnosed by the person's health care professional as having a terminal or a debilitating medical condition
- Is a resident of the state of Washington at the time of such diagnosis
- Has been advised by the person's health care professional about the risks and benefits of the medical use of cannabis
- Has been advised by the health care professional that the person may benefit from the medical use of cannabis
- Has an authorization from the person's health care professional or has been entered into the medical cannabis authorization database and has been provided a recognition card
- Is not under supervision for a crime that does not allow for the use of medical cannabis

Washougal Police Department

Washougal PD Policy Manual

Medical Cannabis

Recognition card - A card issued to qualifying patients and designated providers by a cannabis retailer with a medical cannabis endorsement that has entered them into the medical cannabis authorization database.

421.2 POLICY

It is the policy of the Washougal Police Department to prioritize resources to avoid making arrests related to cannabis that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

Washington medical cannabis laws are intended to provide protection from prosecution for those who use, possess, deliver, or produce cannabis to mitigate the symptoms of certain debilitating or terminal medical conditions. However, Washington medical cannabis laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of cannabis.

Officers should exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both the individuals protected under Washington law and the resources of the Department.

421.3 INVESTIGATION

Investigations involving the possession, delivery, or production of cannabis generally fall into one of several categories:

- (a) No medicinal claim is made.
- (b) A medicinal claim is made by a qualifying patient or designated provider who is in possession of amounts within the limits designated by RCW 69.51A.040.
- (c) A medicinal claim is made by a qualifying patient or designated provider who is in possession of amounts exceeding the limits designated by RCW 69.51A.040 or who presented no authorization when initially contacted.

421.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, or production of cannabis where there is no claim that the cannabis is for medicinal purposes, the officer should proceed with reasonable enforcement action. A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis is possessed or produced for medicinal purposes.

421.3.2 MEDICAL CLAIMS BY QUALIFYING PATIENTS OR DESIGNATED PROVIDERS

A qualifying patient or designated provider who was entered into the medical cannabis authorization database and who possesses a valid recognition card or who holds a valid authorization but has not been entered into the authorization database nor issued a recognition card should not be arrested or cited if the patient or provider possesses no more than six plants in the patient's or provider's residence with up to eight (8) ounces of useable cannabis from these plants and any of the following (RCW 69.51A.040):

Washougal Police Department

Washougal PD Policy Manual

Medical Cannabis

- (a) 48 ounces of cannabis-infused product in solid form
- (b) Three (3) ounces of useable cannabis
- (c) 216 ounces of cannabis-infused product in liquid form
- (d) 21 grams of cannabis concentrates

A qualifying patient may be allowed to possess up to 15 plants with up to 16 ounces of useable cannabis in the patient's residence for the personal medical use of the patient with appropriate health care professional authorization (RCW 69.51A.210).

Qualifying patients and designated providers who have not been entered into the authorization database may purchase cannabis only at a retail outlet at the same quantities as non-patients (RCW 69.50.360; RCW 69.51A.210). Qualifying patients and designated providers may purchase immature plants or clones and cannabis seeds from a licensed cannabis producer (RCW 69.51A.310).

If a person is both a qualifying patient and a designated provider for another, the person may possess no more than double the amounts described above (RCW 69.51A.040(1)).

Officers may take enforcement action against a designated provider even when the above thresholds are not exceeded if there is evidence that the provider has converted the patient's cannabis for the provider's personal use or benefit or has provided for more than one patient within a 15-day period (RCW 69.51A.040).

Officers may take enforcement action against a qualifying patient even when the above thresholds are not exceeded if there is evidence that the patient sold, donated, or supplied the cannabis to another person (RCW 69.51A.040).

421.3.3 EXCESS AMOUNTS OR NO AUTHORIZATION

A qualifying patient or designated provider may raise an affirmative defense to charges that the amount of cannabis in the patient's or provider's possession exceeds the amount legally allowed by RCW 69.51A.040 based upon medical need (RCW 69.51A.045).

Officers should conduct a thorough investigation in such cases, but in general, should not arrest a subject for possession, delivery, or production of cannabis if an excess amount appears reasonable based upon the above policy consideration. Similarly, if an officer can verify that authorization exists, even though a recognition card was not presented or obtained by a qualified patient or designated provider, an arrest generally should not be made (RCW 69.51A.040).

All facts should be thoroughly documented and if evidence is not seized, it shall be photographed and detailed in the report.

421.3.4 ADDITIONAL CONSIDERATIONS

Prior to making a physical arrest or confiscating cannabis plants, usable cannabis, or product, officers should consider the following:

Washougal Police Department

Washougal PD Policy Manual

Medical Cannabis

- (a) Whenever the initial investigation reveals an amount greater than specified by law, officers should, in anticipation of an affirmative defense, consider and document:
 - 1. The medical condition itself.
 - 2. The quality of the cannabis (chemical content).
 - 3. The method of ingestion (e.g., smoking, eating, nebulizer).
 - 4. The timing of the possession in relation to a harvest (patient may be storing cannabis).
 - 5. Whether the cannabis is being cultivated indoors or outdoors, and the climate.
- (b) Before proceeding with enforcement related to collective gardens, cooperatives, or commercial producers, officers should consider conferring with appropriate legal counsel and the Washington State Liquor and Cannabis Board for license-related issues (WAC 314-55-410).
- (c) Medical use and possession of cannabis authorized under the Washington medical cannabis statute does not support the forfeiture of property as set forth in the Asset Forfeiture Policy (RCW 69.51A.050).
- (d) Laws and regulations do provide for the cultivation of industrial hemp. The Washington State Department of Agriculture should be contacted should questions arise regarding possible industrial hemp activity (RCW 15.140.030).
- (e) A medical endorsement can be added to a cannabis retail license to allow a retailer to sell cannabis for medical use to qualifying patients and designated providers. Transaction limits apply (WAC 314-55-080; WAC 314-55-095).
- (f) The Washington State Department of Health maintains a Medical Cannabis Authorization Database and regulates cannabis retail outlets with medical cannabis endorsements. This database may be accessed by authorized law enforcement officials for specific criminal investigations (WAC 246-71-080).

421.4 EXCEPTIONS

This policy does not apply to the following offenses; officers may take enforcement action if the person (RCW 69.51A.060):

- (a) Engages in the medical use of cannabis in a way that endangers the health or well-being of any person through the use of a motorized vehicle on a street, road, or highway, including violations of RCW 46.61.502 or RCW 46.61.504, or equivalent local ordinances.
- (b) Uses or displays medical cannabis in a manner or place open to the view of the public.

421.5 FEDERAL LAW ENFORCEMENT

Officers may exchange information regarding a cannabis investigation with federal law enforcement authorities when information is requested by federal law enforcement authorities or whenever the officer reasonably believes federal law enforcement authorities would request the information if the authorities were aware of the information.

Washougal Police Department

Washougal PD Policy Manual

Medical Cannabis

421.6 EVIDENCE ROOM SUPERVISOR RESPONSIBILITIES

The Evidence Room Supervisor shall ensure that cannabis, drug paraphernalia, or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed.

Upon a determination by the prosecuting attorney that the person from whom cannabis, drug paraphernalia, or related property was seized is entitled to possession under the law, the Evidence Room Supervisor should return to that person any usable cannabis, plants, drug paraphernalia, or other seized property. That determination is the result of a decision not to prosecute, by the dismissal of charges or an acquittal.

The Evidence Room Supervisor may destroy cannabis that was alleged to be for medical purposes upon receipt of a court order.

The Evidence Room Supervisor may release cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detectives Supervisor.

School Resource Officer (SRO)

422.1 PURPOSE

The purpose of this policy is to establish the Washougal Police School Resource Officer (SRO) program in partnership with the Washougal School District. The program is designed to foster a safe, secure, drug-free, and violence-free learning environment for all students, staff, and visitors. Emphasis is placed on building trust-based relationships, providing a visible law enforcement presence, supporting positive youth development, and focusing resources at the high school level while remaining available to all district schools as needed.

422.2 GENERAL RESPONSIBILITIES

To facilitate a safe, drug-free, and violence-free learning environment, the SRO shall serve as a visible, approachable law enforcement presence while building positive relationships with students, staff, and administrators. The SRO shall:

- Respond to and investigate criminal incidents; take reports, conduct preliminary investigations, and make arrests as appropriate, consistent with department policy and Washington State law.
- Build positive relationships; establish and maintain cooperative working relationships with school administrators, teachers, staff, and students. Engage in informal mentoring and counseling where appropriate to support student well-being.
- Act as an educational resource; provide guidance and instruction on ethical decision-making, the role of law enforcement in the community, and legal concepts relevant to youth. Serve as a guest speaker in classroom settings when invited.
- Support problem-solving and prevention; work proactively to identify and mitigate emerging issues within the school community. Collaborate with school staff to develop strategies for delinquency prevention.
- Partner with school-based support services; coordinate and refer students to the school's at-risk advocate or other support resources when appropriate.
- Participate in school activities; attend school staff meetings and selected after-school functions to maintain visibility, build relationships, and support school culture.
- Coordinate with other SROs; collaborate with SROs assigned to other schools and participate in monthly SRO coordination meetings.
- Serve as a liaison to the Gang Task Force and other specialized units as appropriate.
- Maintain a working relationship with patrol to address incidents involving students that occur off-campus but may impact the school environment.
- Provide traffic enforcement on roads adjacent to school property before, during, and after school hours when available and as time permits.
- Transport juveniles to detention only when absolutely necessary and consistent with policy and best practice.

Washougal Police Department

Washougal PD Policy Manual

School Resource Officer (SRO)

Custodial decisions involving students should be made collaboratively between the responsible school administrator and the SRO. In the event agreement cannot be reached, the decision shall be referred to the SRO's supervisor (sergeant or captain) and the Washougal School District Superintendent for resolution.

Custodial determinations should be guided by the following factors:

- Seriousness of the alleged offense;
- Age and developmental maturity of the student;
- History of prior offenses or interventions;
- School district "zero-tolerance" policies, if applicable;
- Availability of alternative intervention strategies.

The department recognizes that arrests of students on school grounds can be traumatic and disruptive. Accordingly, any enforcement action shall be guided by the principles of necessity, proportionality, and respect for the school environment.

422.3 CONDUCT AND EXPECTATIONS

The SRO serves as the official representative of the Chief of Police within the Washougal School District. The SRO shall wear the department's standard patrol uniform unless otherwise authorized and must exemplify professionalism, reliability, and consistency in their daily performance. Due to the unique responsibilities of this assignment, the following expectations apply:

The SRO shall:

- Report to Washougal High School on time each scheduled workday unless otherwise authorized by a supervisor.
- Check their assigned school staff mailbox daily.
- Monitor voicemail and e-mail accounts regularly throughout the duty day and respond in a timely manner.
- Maintain high visibility and accessibility throughout the school campus, including at after-school functions when requested by school administration or when circumstances require.
- Notify dispatch when handling a call for service or student matter, and clear through dispatch upon conclusion, in accordance with department tracking protocols.
- Demonstrate a consistent record of excellent attendance.
- Fulfill all job duties as outlined under this and related policy sections, including crime prevention, investigation, education, and outreach responsibilities.

Although primarily assigned to Washougal High School, the SRO shall respond to other schools within the district for emergencies or as workload permits. Response to Cape Horn-Skye School shall only occur with prior approval from a supervisor, and when circumstances warrant.

Washougal Police Department

Washougal PD Policy Manual

School Resource Officer (SRO)

The SRO remains a sworn officer of the Washougal Police Department and may be called upon to perform general law enforcement duties including but not limited to traffic enforcement; in-service training; emergency response and critical incidents; participation in department-wide initiatives; and other assignments as directed.

422.4 INVESTIGATIVE RESPONSIBILITIES

SROs shall be responsible for conducting investigations of incidents occurring on school premises or involving students or staff as described in this section. The SRO may also handle other incidents not listed below in lieu of requesting a patrol response, provided it is operationally appropriate.

The SRO is authorized to investigate the following types of incidents occurring within schools:

- Criminal acts committed against school personnel or damage to school property.
- Drug-related incidents or possession of controlled substances.
- Weapons violations occurring on campus.
- Assaults involving injury.
- Thefts occurring on or within school premises.
- Crimes reported by students or faculty while on school grounds that occurred off-campus, if circumstances warrant the SRO taking the initial report.

The SRO may also be the lead investigator in any other situation when doing so serves the best interests of the school, school district, and the police department. This determination shall be made collaboratively by the SRO, school administration, district administration, and police department command.

422.5 JUVENILE INTERACTIONS ON SCHOOL PROPERTY

This policy applies to all interactions with juveniles on school property during school hours or at school-sanctioned events. It does not govern encounters with juveniles who are lawfully using school facilities after hours or those committing offenses or trespassing outside of school hours. Officers assigned to extra-duty or security roles on school campuses remain subject to this policy and related procedures.

Interviewing/Interrogating Students

- (a) Except in exigent circumstances or situations involving arrest, officers intending to detain or question students on school property shall first contact the school principal or their designee. Officers should explain the nature and purpose of their contact.
- (b) Students should not be publicly contacted for questioning unless an arrest is anticipated or reasonably possible. School officials should summon the student to a private and appropriate location for the interview.
- (c) School officials may be present during interviews if they request to observe.
- (d) Officers shall not delegate investigative questioning to school officials or request school staff to conduct fact-finding efforts on behalf of law enforcement.

Washougal Police Department

Washougal PD Policy Manual

School Resource Officer (SRO)

- (a) If school officials act at the direction of the police, they assume the obligations of law enforcement and must comply with applicable legal requirements.
- (b) Officers may speak with school officials regarding their knowledge of student conduct or related matters.

Arrest/Removal of Students

- (a) Officers shall notify the school principal or their designee before removing a student from school property. Officers are responsible for notifying a parent, guardian, or responsible adult regarding the student's removal, regardless of any notifications made by school staff.
- (b) When feasible, officers should notify the principal prior to arresting a student during school hours unless doing so would jeopardize the safety or effectiveness of the arrest.
- (c) Officers should avoid making arrests on school grounds when alternate locations are available and operationally suitable.
- (d) When there is a reasonable possibility that force may be required, officers should refrain from arresting juveniles on campus unless necessary.
- (e) Handcuffs or other restraints may be used if necessary to ensure the safety of the juvenile, officers, or others.
- (f) Arrests should be conducted in a manner that minimizes embarrassment to the student and avoids disruption of school operations to the extent possible.

Searching Students and Property

- (a) Police searches of students and their property on school grounds must comply with all applicable legal requirements for probable cause and search warrants.
- (b) Exceptions to the warrant requirement (e.g., consent, exigent circumstances) that apply elsewhere also apply in the school context.
- (c) School officials may conduct searches based on reasonable suspicion and without a warrant.
 - (a) If school officials conduct a search at the request of, or in coordination with law enforcement, a warrant is required.
 - (b) Officers may only accompany school staff during searches but shall not directly or indirectly participate unless authorized by a warrant or lawful exception.

422.6 SCHOOL THREAT NOTIFICATION

In any incident involving a threat made or alleged against a school official, school property, or student, the on-duty supervisor shall notify the principal of the affected school. If the affected school is assigned an SRO, the on-duty supervisor shall notify the SRO, who shall then be responsible for notifying the school principal. Notification shall not be delayed until the next school day. If the incident occurs during non-school hours, including evenings or weekends, the appropriate school principal shall still be notified in a timely manner. Home contact information for school officials may be obtained through dispatch or the assigned school resource officer. It is the

Washougal Police Department

Washougal PD Policy Manual

School Resource Officer (SRO)

intent of this policy to ensure the principal is notified regardless of the time of day or day of the week, to allow the school the opportunity to address safety concerns promptly and appropriately.

Foot Pursuits

423.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

423.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

423.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.
- (e) Air support.

Washougal Police Department

Washougal PD Policy Manual

Foot Pursuits

- (f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

423.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
- (b) The officer is acting alone.
- (c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The officer is unsure of their location and direction of travel.
- (e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.
- (f) The physical condition of the officer renders them incapable of controlling the suspect if apprehended.
- (g) The officer loses radio contact with the dispatcher or with assisting or backup officers.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (k) The officer loses possession of their firearm or other essential equipment.
- (l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer known.
- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

Washougal Police Department

Washougal PD Policy Manual

Foot Pursuits

- (o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

423.5 RESPONSIBILITIES IN FOOT PURSUITS

423.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of their location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

423.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that they are engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

423.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible;

Washougal Police Department

Washougal PD Policy Manual

Foot Pursuits

the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

423.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved vehicles and officers.
- (f) Whether a suspect was apprehended as well as the means and methods used.
 - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.
- (h) Any injuries and/or medical treatment.
- (i) Any property or equipment damage.
- (j) Name of the supervisor at the scene or who handled the incident.
- (k) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

Homeless Persons

424.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Washougal Police Department recognizes that members of the homeless community are often in need of special protection and services. The Washougal Police Department will address these needs in balance with the overall missions of this department. Therefore, officers will consider the following policy sections when serving the homeless community (see the Emergency Detentions Policy).

424.1.1 POLICY

It is the policy of the Washougal Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

424.2 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

424.2.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.

Washougal Police Department

Washougal PD Policy Manual

Homeless Persons

- (e) Consider whether the person may be a vulnerable adult and if so, proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates they do not desire prosecution.
- (h) Document any facts indicating that the offense was intentionally committed because the victim was homeless or perceived to be homeless (RCW 9.94A.535).

424.3 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure their personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor.

Officers who encounter person/s storing personal property, including camp facilities (other than vehicles) and camp paraphernalia in a public place without written permission should follow the enforcement guidelines for unlawful storage of property on public property.

Officers who locate these same items stored on private property should identify and contact the property owner to determine if the camping materials are authorized. If the officer feels the items stored on private property (to include camps) pose a hazardous condition, the officer should report the location and concerns to the City of Washougal Code Compliance Division.

424.4 MENTAL ILLNESSES AND MENTAL IMPAIRMENTS

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention.

When a mental illness detention is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

Washougal Police Department

Washougal PD Policy Manual

Homeless Persons

424.5 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

First Amendment Assemblies

425.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

425.2 POLICY

The Washougal Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

425.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

Washougal Police Department

Washougal PD Policy Manual

First Amendment Assemblies

425.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

425.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Clark Regional Emergency Services Agency (CRESA), and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

425.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

425.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

Washougal Police Department

Washougal PD Policy Manual

First Amendment Assemblies

- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

425.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide:

- (a) Command assignments, chain of command structure, roles and responsibilities.
- (b) Staffing and resource allocation.
- (c) Management of criminal investigations.
- (d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
- (e) Deployment of specialized resources.
- (f) Event communications and interoperability in a multijurisdictional event.
- (g) Liaison with demonstration leaders and external agencies.
- (h) Liaison with City government and legal staff.
- (i) Media relations.
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
- (k) Traffic management plans.
- (l) First aid and emergency medical service provider availability.
- (m) Prisoner transport and detention.
- (n) Review of policies regarding public assemblies and use of force in crowd control.
- (o) Parameters for declaring an unlawful assembly.
- (p) Arrest protocol, including management of mass arrests.
- (q) Protocol for recording information flow and decisions.
- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
- (s) Protocol for handling complaints during the event.

Washougal Police Department

Washougal PD Policy Manual

First Amendment Assemblies

- (t) Parameters for the use of body-worn cameras and other portable recording devices.

425.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

425.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, they or their authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or their authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

425.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Washougal Police Department

Washougal PD Policy Manual

First Amendment Assemblies

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

425.8 ARRESTS

The Washougal Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

425.9 MEDIA RELATIONS

The Public Information Officer, Chief of Police, or authorized designee should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

425.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

Washougal Police Department

Washougal PD Policy Manual

First Amendment Assemblies

425.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, Clark Regional Emergency Services Agency (CRESA) records/tapes
- (g) Media accounts (print and broadcast media)

425.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

425.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

Civil Disputes

426.1 PURPOSE AND SCOPE

This policy provides members of the Washougal Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Washington law.

426.2 POLICY

The Washougal Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

426.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

426.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent

Washougal Police Department

Washougal PD Policy Manual

Civil Disputes

court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

426.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items (RCW 7.105.320). Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or the person may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

426.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

426.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Washougal Police Department

Washougal PD Policy Manual

Civil Disputes

426.6.1 REQUEST TO REMOVE TRESPASSER DECLARATION

Officers possessing a lawful declaration signed under penalty of perjury and in the form required by law, may take enforcement action to remove a person from a residence when (RCW 9A.52.105):

- The person has been allowed a reasonable opportunity to secure and present evidence that the person is lawfully on the premises
- The officer reasonably believes they have probable cause to believe the person is committing criminal trespass under RCW 9A.52.070

An officer should give the trespasser a reasonable opportunity to vacate the premises before taking enforcement action.

Crisis Intervention Incidents

427.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

427.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage their behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

427.2 POLICY

The Washougal Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

427.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

Washougal Police Department

Washougal PD Policy Manual

Crisis Intervention Incidents

427.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate a supervisor to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

427.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of their action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

427.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Washougal Police Department

Washougal PD Policy Manual

Crisis Intervention Incidents

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

427.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request the dispatcher to provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take their medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

427.8 SUPERVISOR RESPONSIBILITIES

If possible a supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

Washougal Police Department

Washougal PD Policy Manual

Crisis Intervention Incidents

- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Operations Captain.
- (f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

427.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

427.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Emergency Detentions Policy.

427.9.2 SUICIDE THREATS OR ATTEMPTS

Officers should consider a referral to mental health services when a person has threatened or attempted suicide and the person does not qualify for emergency detention or voluntarily consent to immediate evaluation at a behavioral health facility (RCW 71.05.457).

- (a) Referrals should be made to the person by providing the name and phone number of the behavioral health agency and any available handouts.
- (b) The officer may notify the behavioral health agency of the referral by phone or other method, in addition to preparing a written incident report.

Incident reports documenting a referral to a behavioral health agency should be sufficiently detailed regarding the nature of the incident and the person's behavior, to facilitate the behavioral health agency's prioritization and nature of their response. The officer should promptly provide a copy of the report to the referred behavioral health agency (RCW 71.05.457).

427.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS

Non-sworn members may be required to interact with persons in crisis in an administrative capacity, such as records requests and animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that they are interacting with a person in crisis, they should proceed patiently and in a calm manner.

Washougal Police Department

Washougal PD Policy Manual

Crisis Intervention Incidents

- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to themselves or others, an officer should be promptly summoned to provide assistance.

427.11 EVALUATION

The supervisor designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

427.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

Training shall include mandated training in crisis intervention, certified by the Criminal Justice Training Commission, as required by Washington law (RCW 43.101.427; WAC 139-09-020 et seq.).

Medical Aid and Response

428.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

428.2 POLICY

It is the policy of the Washougal Police Department that all officers and other designated members be instructed in cardiopulmonary resuscitation (CPR), first aid, and automated external defibrillator (AED) usage by a course approved by the Washington State Department of Health and to facilitate an emergency medical response (RCW 70.54.310, 51.36.030).

428.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Clark Regional Emergency Services Agency (CRESA) and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Clark Regional Emergency Services Agency (CRESA) with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 - 1. Signs and symptoms as observed by the member.
 - 2. Changes in apparent condition.
 - 3. Number of patients, sex, and age, if known.
 - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
 - 5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Washougal Police Department

Washougal PD Policy Manual

Medical Aid and Response

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

Injured persons shall be monitored while in law enforcement custody (Washington State Office of the Attorney General Model Use of Force Policy).

428.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

428.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with an emergency detention in accordance with the Emergency Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, the officer should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

428.6 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, the arrestee should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

Washougal Police Department

Washougal PD Policy Manual

Medical Aid and Response

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance to an appropriate medical facility.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

428.6.1 HOSPITAL SECURITY AND CONTROL

Officers who transport persons in custody to medical facilities for treatment should provide security and control during examination and treatment consistent with department protocols. Any such transport should be conducted in accordance with the Transporting Persons in Custody Policy.

428.6.2 STATE REQUIREMENTS

When an individual in custody for a violent or sex offense is taken to a hospital, the transporting officer shall remain with or secure the individual while the individual is receiving care, unless (RCW 10.110.020; RCW 10.110.030):

- (a) The medical care provider determines the individual does not need to be accompanied or secured.
- (b) The officer notifies the medical care provider that the officer is leaving after reasonably determining:
 - 1. The individual does not present an imminent and significant risk of causing physical harm to themselves or another person.
 - 2. There is no longer sufficient evidentiary basis to maintain the individual in custody.
 - 3. In the interest of public safety, the officer's presence is urgently required at another location and supervisor approval is obtained.
 - (a) The officer shall make a reasonable effort to ensure a replacement officer is provided or other means of securing the individual is provided as soon as possible.

428.7 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

Washougal Police Department

Washougal PD Policy Manual

Medical Aid and Response

428.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A semi-automatic external defibrillator or AED should only be used by members who have completed a course approved by the Washington State Department of Health (DOH) that includes instruction in CPR and the use of an AED (RCW 70.54.310).

428.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly shall be taken out of service and given to the Operations Captain who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED shall contact Clark Regional Emergency Services Agency (CRESA) as soon as possible and request response by EMS (RCW 70.54.310).

428.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use. Any data from usage shall be made available, upon request, to EMS or other health care providers (RCW 70.54.310).

428.8.3 AED TRAINING AND MAINTENANCE

The Operations Captain or designee should ensure appropriate training is provided to members authorized to use an AED.

The Operations Captain or designee is responsible for ensuring AED devices are appropriately maintained and tested consistent with the manufacturer's operational guidelines, and will retain records of all maintenance in accordance with the established records retention schedule (RCW 70.54.310).

428.9 OPIOID OVERDOSE (NALOXONE/NARCAN) ADMINISTRATION

In cases involving medical emergencies as a result of a suspected opioid overdose, members who have been properly trained in accordance with RCW 69.41.095 may prescribe, dispense, distribute, and deliver an opioid medication directly to a person at risk of experiencing a suspected opioid-related overdose.

428.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Operations Captain.

Any member who administers an opioid overdose medication should contact Clark Regional Emergency Services Agency (CRESA) as soon as possible and request response by EMS.

Washougal Police Department

Washougal PD Policy Manual

Medical Aid and Response

428.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

428.9.3 OPIOID OVERDOSE MEDICATION TRAINING

The Operations Captain should ensure training is provided to members authorized to administer opioid overdose medication.

428.10 FIRST AID TRAINING

Subject to available resources, the Operations Captain should ensure officers receive periodic first aid training appropriate for their position.

Chapter 5 - Traffic Operations

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Washougal Police Department. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance. The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

Washougal Police Department

Washougal PD Policy Manual

Traffic Function and Responsibility

500.3.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.3.3 ARRESTS FOR TRAFFIC OFFENSES

Officers may issue a traffic citation for any criminal traffic offense or infraction when such violations are committed in an officer's presence or as allowed pursuant to RCW 10.31.100. With limited exceptions, the detention in such cases may not be for a period of time longer than is reasonably necessary to issue and serve a citation to the violator.

A traffic-related detention may expand to a physical arrest under the following circumstances:

- (a) When the officer has probable cause to believe that a felony has been committed, whether or not it was in the officer's presence
- (b) When the offense is one or more of the traffic violations listed in RCW 10.31.100
- (c) When a driver has been detained for a traffic offense listed in RCW 46.63.020 and fails to provide adequate identification or when the officer has reasonable grounds to believe that the person to be cited will not respond to a written citation. In such cases, officers should, when practicable, obtain the approval of a supervisor before making an arrest.

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES

If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic citation or make an arrest as appropriate.

500.4.1 SUSPENDED, REVOKED OR CANCELED COMMERCIAL LICENSE PLATES

If an officer contacts a traffic violator who is operating a commercial truck, truck tractor or tractor with registration that a computer check confirms to be revoked, suspended or canceled, the officer shall confiscate the license plates. The Department may either recycle or destroy the plates (RCW 46.32.100).

500.5 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery, and equipment (23 CFR 655.601).

Washougal Police Department

Washougal PD Policy Manual

Traffic Function and Responsibility

Although intended primarily for use while performing traffic related assignments, high-visibility vests shall be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests shall be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment.

Examples of when high-visibility vests shall be worn include traffic control duties, accident investigations, lane closures, and while at disaster scenes, or anytime high visibility is desirable.

When emergency conditions preclude the immediate donning of the vest, officers shall retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit and in the saddlebag or gear bag of each police bicycle. Each vest should be stored inside the resealable plastic bag provided to protect and maintain the vest in a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Operations Captain should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

500.6 HAZARDOUS ROAD CONDITIONS

The Washougal Police Department will make all reasonable efforts to address all reported hazardous road conditions in a timely manner as circumstances and resources permit.

500.7 TRAFFIC COMPLAINTS BY CROSSING GUARDS

Crossing guards have the authority to submit reports to this department for certain violations occurring in and around crosswalks (RCW 46.61.275). Generally these reports may be for offenses involving a driver's failure to stop at a crosswalk or to exercise due care for pedestrians. Reports must be received no later than 72 hours after the violation occurred.

This department will give due consideration and will investigate, to a reasonable degree, reports of violations submitted by crossing guards, in an effort to identify the alleged violator. If the driver is identified and there is reasonable cause to believe a violation of RCW 46.61.235(5), RCW 46.61.245(2) or RCW 46.61.261(2) has occurred, a notice of traffic infraction should be issued.

Washougal Police Department

Washougal PD Policy Manual

Traffic Function and Responsibility

The Patrol Sergeant shall ensure that appropriate forms for reporting violations are available to crossing guards and that a procedure for investigating the reports received by this department is in place.

500.7.1 NOTIFICATION OF INFRACTION

The School Resource Officer (SRO), or if not available, a patrol officer, shall initiate an investigation of the reported violation after receiving a report from a crossing guard. The officer shall contact the last known owner of the violator vehicle and request the owner to supply information identifying the driver. If the driver is identified and there is reasonable cause to believe that a traffic violation has occurred, a notice of infraction may be served upon the driver of the vehicle (RCW 46.61.275(2)).

500.8 SCHOOL BUS SAFETY CAMERAS

Any school district with buses properly equipped with cameras that capture stop-arm violations may report such violations to the Washougal Police Department whenever they occur within the department's jurisdiction.

The Patrol Sergeant should establish a report form and procedure for school districts to report school bus stop-arm violations (RCW 46.63.180).

500.8.1 NOTIFICATION OF INFRACTION

The SRO, or if not available, a patrol officer, shall initiate an investigation of the reported violation after receiving a stop-arm violation report from a school district.

Issuance of a citation shall conform to state requirements (RCW 46.63.180). The notice of infraction shall be mailed to the registered owner or renter, if applicable, of the vehicle within 14 days of the violation.

Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

This policy describes the circumstances in which members should prepare traffic collision reports.

501.2 REPORTING SITUATIONS

501.2.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collision investigation reports shall be taken when a City-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a City vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Captain.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

501.2.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Washougal Police Department resulting in a serious injury or fatality, the on-duty supervisor shall notify an outside agency's traffic unit for assistance. The supervisor shall also notify the chain of command.

The term serious injury is defined as any injury that may result in a fatality.

501.2.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

The on-duty supervisor shall request that an outside agency investigate any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

501.2.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

Traffic collision reports shall not be taken when they occur on private property unless any of the following circumstances apply:

- (a) When there is a death or injury to any person involved
- (b) When a hit-and-run violation occurred
- (c) When an RCW violation occurred

An incident report may be taken at the discretion of any supervisor.

501.2.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the collision
- (b) When there is an identifiable violation of the Revised Code of Washington

Washougal Police Department

Washougal PD Policy Manual

Traffic Collision Reporting

- (c) Property damage exceeding the dollar amount currently established by WSP
- (d) When a report is requested by any involved driver

When a collision results in death or substantial bodily harm as defined in RCW 9A.04.110, officers shall use the current state authorized form to document the collision and submit it to the appropriate state department (RCW 46.52.070).

501.3 NOTIFICATION OF TRAFFIC UNIT

In the event of a serious injury or death-related traffic collision, the on-duty supervisor shall be notified of the circumstances of the traffic collision and seek assistance as needed. If a sergeant is not reachable, the Operations Captain or Chief of Police shall be notified. In the event of a serious injury or death-related traffic collision, the Clark County Sheriff's Office, Vancouver Police Department, or Washington State Patrol may be contacted for assistance.

Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 POLICY

The Washougal Police Department will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Clark Regional Emergency Services Agency (CRESA) to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (RCW 46.55.080; RCW 46.55.085; RCW 46.55.113).

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant, or comply with posted signs.

502.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers should investigate whether reasonable alternatives to towing are available after arrest. A vehicle should not be towed if reasonable alternatives are available. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- (a) The vehicle can be legally parked, left in a reasonably secure and safe location, and is not needed as evidence.
- (b) The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- (c) The arrestee or owner of the vehicle requests that it be released to a person who is present, willing, and able to legally take control of the vehicle.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Towing

- (d) The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

502.5 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

An officer should tow a vehicle when probable cause exists to believe the vehicle has been stolen or used in the commission of a felony, or the driver committed a traffic offense for which impoundment is authorized by law.

502.5.1 RECORDS SECTION RESPONSIBILITIES

Whenever a stolen vehicle is impounded by the Washougal Police Department, Records Section personnel will promptly attempt to notify the legal owner of the recovery.

502.6 RECORDS

Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.6.1 VEHICLE STORAGE REPORT

Department members towing a vehicle shall complete an impound authorization and inventory form. The report should be submitted to the Records Section as soon as practicable after the vehicle is towed.

502.7 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

502.8 VEHICLE INVENTORY

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

- (a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including but not limited to any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats, and under the seats.
- (b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.
- (c) A locked vehicle trunk shall not be opened, even if it may be opened without a key from an accessible area of the passenger compartment. Locked or closed containers located within the passenger compartment should be inventoried as a sealed unit, absent exigent circumstances.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Towing

- (d) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money, small valuables, or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner or booked into property for safekeeping.

Any cash, jewelry, or other small valuables located during the inventory process will be held for safekeeping, in accordance with the Property and Evidence Policy. A copy of the property form should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members, and protecting the Department against fraudulent claims of lost, stolen, or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator, or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or their agent to request a hearing to contest the tow.

Vehicle Impound Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound validity hearings.

503.2 IMPOUND HEARING

When a vehicle is impounded by any member of the Washougal Police Department, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or their agent (RCW 46.55.240).

503.2.1 HEARING PROCEDURES

When requested, a hearing will be held at the Washougal Police Department within five days of the receipt of the request. The Administrative Captain will conduct the hearing and render a judgment. The employee who caused the removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on an impounded vehicle shall be submitted in person, writing, or by telephone within ten days of the date appearing on the notice. The person requesting the hearing may record the hearing at their own expense.

The vehicle impound hearing officer shall consider all information provided and determine whether the vehicle was impounded consistent with law and department policy. The Department will have the burden of proving by preponderance of the evidence that the vehicle was impounded lawfully and within policy.

If a decision is made that the vehicle was impounded within the law and department policy, the hearing officer shall advise the inquiring party that they may appeal the decision with the district court for a final judgment (RCW 46.55.240(1)(d)).

A decision that the vehicle was not impounded in a lawful manner or within department policy will require that the vehicle in impound be released immediately. Towing and storage fees will be paid at the Department's expense (RCW 46.55.120(3)(e)).

If a decision is made that the vehicle was not impounded in a lawful manner or within department policy, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the Chief of Police. The hearing officer will recommend to the Chief of Police that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Department.

Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection, investigation, and arrest of persons driving under the influence (DUI) or in actual physical control of a motor vehicle pursuant to RCW 46.61.

504.2 POLICY

The Washougal Police Department is committed to the safety of the roadways by all members of the public and will pursue fair but aggressive enforcement of Washington's impaired driving laws.

504.3 INVESTIGATIONS

The Washougal Police Department (WPD) recognizes that driving under the influence is a significant crime and will make enforcement of DUI a priority.

All Washougal Police officers are expected to enforce all DUI laws with due diligence.

All officers and sergeants assigned to patrol must ensure their Blood Alcohol Content (BAC) breath test card and Standardized Field Sobriety Tests (SFST) training are current.

504.4 FIELD TESTS

The Standardized Field Sobriety Tests (SFST) are approved by the National Highway Traffic Safety Administration (NHTSA). All officers are taught under the NHTSA curriculum and shall use the SFST. They may use other reasonable and approved tools available to them while conducting DUI investigations.

The Department, in coordination with subject matter experts, may approve of other methods or tools used during the detection, investigation or arrest of an impaired driver.

504.6 IMPLIED CONSENT

In the State of Washington, the implied consent law applies only to breath tests, not to blood tests. Procedures for handling alcohol-related DUIs, breath alcohol concentration (BAC) tests, and BAC refusals remain unchanged.

If a subject expresses confusion regarding the implied consent warning, the officer shall re-read the warning in its entirety. If confusion persists, the officer should remind the individual of their right to consult with an attorney before making a decision. If the individual declines to speak with an attorney, they should be given an opportunity to personally review the warning, after which the officer shall again ask whether they wish to provide a breath sample. If the individual refuses to provide a sample or continues to claim confusion without taking further action, the officer may consider this as a refusal due to failure to cooperate with the testing process.

504.7 REFUSALS

When an arrestee refuses to provide a breath sample, officers shall:

- (a) Advise the arrestee of the requirement to provide a sample.

Washougal Police Department

Washougal PD Policy Manual

Impaired Driving

- (b) Audio- and/or video-record the admonishment and the response when it is practicable.
- (c) Document the refusal in the appropriate report.

504.7.1 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who has been arrested and does not consent to a blood test when any of the following conditions exist (RCW 46.20.308; RCW 46.25.120):

- (a) A search warrant has been obtained.
- (b) The officer can articulate that exigent circumstances exist.

Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

504.7.2 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that they will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a blood draw.
- (c) Advise the person of their duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance. This dialogue should be recorded on audio and/or video when practicable.
- (d) Ensure that the blood sample is taken in a medically approved manner.
- (e) Ensure the forced blood draw is recorded on audio and/or video when practicable.
- (f) Supervise any use of force and ensure the forced withdrawal is recorded on audio and/or video when practicable.
 - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 - 2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
 - 3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood being withdrawn may be permitted.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related police report and that a Response To Resistance (RTR) report is completed in Guardian Tracking.

Washougal Police Department

Washougal PD Policy Manual

Impaired Driving

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.7 BREATH TESTS

A person is deemed to have consented to a breath test under any of the following (RCW 46.20.308):

- (a) The arresting officer has reasonable grounds to believe the person was driving or in actual physical control of a motor vehicle while under the influence of intoxicating liquor or drug.
- (b) The arresting officer has reasonable grounds to believe a person under the age of 21 was driving or in actual physical control of a motor vehicle while having a blood alcohol concentration of at least 0.02 (RCW 46.61.503).
- (c) The officer has stopped a person operating a commercial motor vehicle and has reasonable grounds to believe that the person was driving while having alcohol in the person's system and/or is under the influence of any drug (RCW 46.25.120).

504.7.1 BREATH TESTS (BAC/PBT)

BAC Machine

Washington State Patrol (WSP) is responsible for ensuring that all BAC machines are properly serviced and tested, and that a record of such service and testing is properly maintained. This includes the WPD-owned BAC machine located at the Washougal Police Department.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to WSP. The officer should also tag the BAC machine as out of service.

An individual's refusal to provide a breath sample does not prevent an officer from obtaining a blood sample pursuant to a warrant. Officers should still charge the individual with DUI-Refusal.

Portable Breath Test

All Department Portable Breath Test (PBT) devices are serviced under the State Toxicology Washington Administrative Code (WAC) guidelines, which is every six months.

An individual's refusal to provide a breath sample with a PBT is not considered a refusal as far as implied consent is concerned. An individual who refuses a PBT sample should be transported to a BAC and processed as normal or if warranted, by blood sample pursuant to a warrant.

Generally, chemical tests to determine alcohol concentration shall be of the breath only (RCW 46.20.308; RCW 46.25.120).

504.7.2 BLOOD SAMPLES

A blood sample may be obtained from an individual when an officer has reasonable grounds to believe the individual is driving or in physical control of a vehicle under the influence (or in violation of RCW 46.61.500) under any of the following circumstances:

Washougal Police Department

Washougal PD Policy Manual

Impaired Driving

- (a) Pursuant to a valid warrant to draw an individual's blood and test for alcohol/drugs
- (b) Pursuant to a valid waiver of the warrant requirement (such as informed consent)
- (c) Exigent circumstances - must be articulated by the officers, and does not exist solely because of the time period associated with the natural dissipation of alcohol in the person's blood stream
- (d) Any other authority under law.

For further assistance with the most current procedures in obtaining a blood search warrant refer to WSP's Drug Evaluation and Classification Program website (<https://wsp.wa.gov/impaired-driving/decp>).

Obtaining a blood sample:

Only persons authorized by law to draw blood shall collect blood samples (RCW 46.61.506).

The blood draw should be witnessed by the assigned officer.

Officers should inform an arrestee that if they choose to provide a blood sample, a separate sample can be collected for alternate testing at their own expense. Two samples should be drawn and retained as evidence.

The blood sample shall be packaged, marked, handled, stored and transported as required by Department policy and Washington State Patrol Crime Lab policy.

If an arrestee cannot submit to a blood draw because they have a bleeding disorder or have taken medication that inhibits coagulation, they shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.8 ARREST AND INVESTIGATIONS

If an officer encounters a person operating a motor vehicle or in physical control of a motor vehicle and that person is under the influence of alcohol and/or drugs, and there is a probable cause to arrest the person, the officer should arrest the impaired person.

If the person operating the motor vehicle can be arrested for DUI then they should be arrested for DUI and not a lesser crime such as Minor in Possession (MIP), Reckless Driving, or Negligent Driving.

Officers are expected to conduct their own investigation and process their own reports. Only under special circumstances, and with the approval of a supervisor, are officers allowed to have any other WPD officer or outside agency process their DUI arrest and investigation.

Arranging for a ride home in lieu of arresting the person for a DUI or Physical Control of a Motor Vehicle is prohibited.

504.8.1 WARRANTLESS ARREST

An officer having probable cause to believe that a person is DUI may make a warrantless arrest of the person whether or not the officer observed the violation first hand (RCW 10.31.100).

Washougal Police Department

Washougal PD Policy Manual

Impaired Driving

Arrests supported by probable cause for DUI are mandatory if the person has been convicted of DUI in the past 10 years or if the officer has knowledge based on the information available that the person is charged with, or is waiting arraignment for, an offense that would qualify as a prior offense as defined by RCW 46.61.5055 if it were a conviction.

An officer is not required to keep a person in custody if the person requires immediate medical attention and is admitted to a hospital (RCW 10.31.100 (16)(b)).

504.8.2 OFFICER RESPONSIBILITIES

If a person refuses to submit to a breath test, or the results from the test render a prohibited alcohol or tetrahydrocannabinol (THC) concentration in the person's breath or blood, the officer shall (RCW 46.20.308(5)):

- (a) Serve the notice of intention to suspend, revoke, or deny the person's license or permit to drive.
- (b) Provide the person with a written notice of their right to a hearing before the Department of Licensing (DOL).
- (c) Advise the person that their license or permit is a temporary license.
- (d) Submit the WSP DUI report to the Department of Licensing (DOL) within 72 hours. The DUI report states:
 - 1. The officer had reasonable grounds to believe the person was DUI.
 - 2. After having received the required statutory warnings, the person either refused to submit to a test of their blood or breath or submitted to a test that rendered a prohibited alcohol or THC concentration of the person's breath or blood.
- (e) Submit the WSP DUI report to DOL when the person has a CDL and either refused or had a test administered that disclosed a prohibited amount of alcohol or any amount of THC concentration (RCW 46.25.120(5)).

When a person is arrested for a violation of RCW 46.61.502 (DUI) or RCW 46.61.504 (Physical control of vehicle while DUI), the officer shall make a clear notation on the report if there is a child under the age of 16 present in the vehicle and promptly notify child protective services as required in the Child Abuse Policy (RCW 46.61.507).

504.8.3 ADDITIONAL TESTING

A person submitting to a blood or breath test pursuant to this policy may have a qualified person of their own choosing administer one or more tests in addition to any administered at the direction of an officer (RCW 46.20.308(2), RCW 46.61.506). The Department and its officers is not responsible for arranging transporting of the person to, or paying for, additional tests.

504.9 RECORDS SECTION RESPONSIBILITIES

The Washougal Police Department Records Section will ensure that all case related records are transmitted according to current records procedures and as required by the Clark County Prosecuting Attorney's Office and/or Washougal City Attorney's Office.

Washougal Police Department

Washougal PD Policy Manual

Impaired Driving

504.10 ADMINISTRATIVE HEARINGS

Any officer who receives a notice of required attendance to an administrative license suspension hearing should promptly notify the Washougal City Attorney or if applicable, the Clark County Prosecuting Attorney's Office.

Specific details from the license suspension hearing generally should not be added to the original report or supplemental report unless errors, additional evidence, or witnesses are identified. The Records Section shall forward any additional reports to the appropriate prosecuting office.

504.11 TRAINING

The Department shall ensure that officers have available to them regular DUI training which may include current laws on impaired driving, investigative techniques, rules of evidence, and BAC/SFST certification. The Department should confer with the city attorney's office and subject matter experts to update training topics as needed.

Traffic Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibilities related to the issuance, correction, dismissal, and voiding of traffic citations.

505.2 RESPONSIBILITIES

The Records Section shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.

505.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of the Washougal Police Department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has the legal authority to dismiss a citation. Any request from a citation recipient for dismissal shall be referred to a supervisor. After reviewing the circumstances surrounding the issuance of the citation, the supervisor may consult with the City Attorney to recommend dismissal. If the City Attorney approves the recommendation, the citation shall be forwarded to the appropriate court with a formal request for dismissal. If the request is denied, the individual shall be referred to the court to contest the citation.

If, during a court proceeding, an officer determines that dismissal is appropriate in the interest of justice or that prosecution is no longer warranted, the officer may request that the court dismiss the citation. Upon dismissal by the court, the officer shall notify their immediate supervisor and complete any required documentation. The dismissal shall then be forwarded to the Administrative Captain for review.

505.4 VOIDING TRAFFIC CITATIONS

An officer may void a traffic citation only if it has not been completed, issued to the violator, or if an error has been made on the face sheet prior to issuance.

Unissued citations:

- Paper citations: Write "VOID" in large letters across the front and forward the citation through the standard processing procedure.
- SECTOR citations: Select the "void" button on the SECTOR screen to cancel the citation electronically.

Issued citations: Once a citation has been issued to the violator or sent to the court, it cannot be voided by the officer. In such cases, the officer must contact the City Attorney to request that the citation be voided or dismissed through the proper legal process.

505.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to their immediate supervisor. The citation and letter shall then be forwarded to the courts.

Washougal Police Department

Washougal PD Policy Manual

Traffic Citations

505.6 DISPOSITION OF TRAFFIC CITATIONS

Upon separation from employment with this department, all employees issued traffic citations books shall return any unused citations to the Records Section.

505.7 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency, and the type of offense should be considered before issuing the juvenile a citation.

Disabled Vehicles

506.1 PURPOSE AND SCOPE

This department has adopted the following policy on assisting motorists in disabled vehicles within this jurisdiction.

506.2 POLICY

It is the policy of the Washougal Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

506.3 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, Clark Regional Emergency Services Agency (CRESA) should be advised of the location of the disabled vehicle and the need for assistance.

506.4 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the availability of departmental resources, and the vulnerability of the disabled motorist.

506.4.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

506.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

506.4.3 RELOCATION OF MOTORIST

The relocation of a motorist with a disabled vehicle should only occur with the person's consent, and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport them to a safe area to await pickup.

Unauthorized 24-Hour Vehicle Violations

507.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of unauthorized vehicles parked in violation of 24-hour time limitations.

507.2 MARKING VEHICLES

Vehicles suspected of being subject to removal from highways or city roadways after being left unattended for 24 hours shall be marked for possible impound. A notification sticker shall be affixed in a clearly visible location on the vehicle. In addition, a chalk or paint mark should be placed on the left rear tire tread at the fender level, unless the vehicle's condition (e.g., missing tires) prevents such marking. Any deviation from standard marking procedures shall be documented on the Marked Vehicle Card in accordance with RCW 46.55.085(1). A case number is not required at the time of marking per RCW 46.55.010(14).

After the vehicle has been marked, dispatch will generate a "re-check" call in the CAD system. The call should include the vehicle's location, license plate number, and the reason for potential removal. An officer will conduct a follow-up check after the 24-hour period has elapsed.

If the vehicle has been moved or if the original markings have been removed during the 24-hour observation period, the vehicle shall be re-marked for an additional 24-hour period. In such cases, a new re-check call shall be generated by dispatch using the same criteria as the initial call.

507.2.1 MARKED VEHICLE FILE

Officers assigned to check a marked vehicle shall be responsible for the follow-up investigation of all 24-hour unauthorized vehicle violations noted on the vehicle tag. If the vehicle displays current Washington registration plates, officers shall conduct a records check to identify the last registered owner. Officers shall make a reasonable effort to contact the registered owner by telephone and provide notice that, if the vehicle is not removed within 24 hours from the time the sticker was attached, it may be taken into custody and stored at the owner's expense, in accordance with RCW 46.55.085(2).

507.2.2 VEHICLE STORAGE

An officer may store any vehicle not removed 24 hours after marking (RCW 46.55.085(3)).

The officer authorizing the storage of the vehicle shall complete a uniform impound authorization and inventory form. The completed form shall be submitted to the Records Section immediately following the storage of the vehicle (RCW 46.55.075(2)).

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Washougal Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Patrol Sergeant.
 - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 - 5. Collect any evidence.
 - 6. Take any appropriate law enforcement action.
 - 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 NON-SWORN MEMBER RESPONSIBILITIES

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

Washougal Police Department

Washougal PD Policy Manual

Investigation and Prosecution

600.3.3 ARRESTS BY PRIVATE PERSONS

Private persons may make a common law arrest for crimes constituting a breach of the peace or may detain a person under the authority of RCW 9A.16.020 (felonies, retail theft, etc.) Any officer presented with a private person wishing to make an arrest must determine whether there is probable cause to believe that such an arrest would be lawful.

- (a) Should any officer determine that there is no probable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.
 - 1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual. The officer must include the basis of such a determination in a related report.
 - 2. Absent probable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.
- (b) Whenever an officer determines that there is probable cause to believe that a private person's arrest is lawful, the officer shall take a written statement from the person who has made the arrest. In addition, the officer may exercise one of the following options:
 - 1. Take the individual into physical custody for booking.
 - 2. Release the individual subsequent to the issuance of a citation for the individual to appear in the appropriate court.

600.4 CASE MANAGEMENT

The Detectives supervisor is responsible for the proper management of all cases. The Detectives supervisor or the authorized designee should use the department's case management system to screen all criminal reports for follow-up assignment or closure based on solvability factors. Solvability factors to consider include the following:

- (a) Witnesses to the crime
- (b) Suspect identification, description, or location
- (c) Vehicle identification
- (d) Motive
- (e) Physical evidence
- (f) Whether stolen property can be traced
- (g) Other potential suspects

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning before any questioning begins, unless an exception applies. See the Temporary Custody of Juveniles Policy for juvenile requirements. All employees of the Washougal Police Department

Washougal Police Department

Washougal PD Policy Manual

Investigation and Prosecution

shall follow all Federal and Washington State Constitutional requirements pertaining to custodial situations; including, but not limited to, search and seizure, access to counsel, and interview and interrogation. Once an arrestee invokes the right to counsel, officers shall stop questioning unless the suspect reinitiates contact. Should a suspect clearly invoke the right to remain silent, officers must read *Miranda* again if they later re-initiate contact.

600.5.1 AUDIO/VIDEO RECORDINGS

The following custodial interrogations conducted at a place of detention (as defined by RCW 10.122.020) shall be electronically recorded (audio and video):

- (a) The interrogation of a juvenile; and
- (b) The interrogation of an adult who is suspected of a felony.

The recording shall include any required warnings, advice of the rights of the individual being questioned, and waiver of rights. Consent to the electronic recording is not required, but the officer shall inform the suspect that they are being recorded (RCW 10.122.030).

A custodial interrogation at any place other than a place of detention shall be recorded by audio means at a minimum (RCW 10.122.030).

Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Detectives supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate, and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.5.2 DOCUMENTATION

If a custodial interrogation at a place of detention occurs without electronically recording it in its entirety, the officer shall prepare a written or electronic report explaining the reason and summarize the custodial interrogation process and the individual's statements. This report shall be completed as soon as practicable after completing the interrogation (RCW 10.122.030).

If the custodial interrogation occurs outside a place of detention, the officer shall complete a report as soon as practicable explaining the decision and summarize the custodial interrogation process and the individual's statements (RCW 10.122.030).

Washougal Police Department

Washougal PD Policy Manual

Investigation and Prosecution

600.5.3 EXCEPTIONS

Exceptions to the recording requirements apply in the following circumstances:

- (a) When spontaneous utterances or statements are made outside the course of a custodial interrogation, or a statement made in response to a question asked routinely during the processing of the arrest of an individual (RCW 10.122.030).
- (b) Exigent circumstances exist that prevent an officer from electronically recording an interrogation. In those cases, the officer shall record electronically an explanation of the exigent circumstances before conducting the interrogation, if feasible, or as soon as practicable after the interrogation is completed (RCW 10.122.040).
- (c) The individual indicates a refusal to participate or further participate in the electronic recording. When feasible, the agreement of the individual to participate in the interrogation without recording or further participate should be recorded electronically (RCW 10.122.060).
- (d) The officer conducting an interrogation has no reason to believe the individual being interrogated committed an act that requires electronic recording of the interrogation (RCW 10.122.080).
 - 1. If during the interrogation, the individual being interviewed reveals facts and circumstances that give the officer conducting the interview a reason to believe that an act was committed that requires an electronic recording, the continued interrogation shall be recorded.
- (e) The officer or the officer's supervisor reasonably believes the electronic recording would disclose the identity of a confidential informant or jeopardize the safety of the officer, the individual being interrogated, or another person (RCW 10.122.090).
 - 1. If feasible and consistent with the safety of a confidential informant, an explanation of the basis for the belief that electronic recording would disclose the informant's identity must be electronically recorded at the time of the interrogation or if not feasible as soon as practicable after the interrogation is completed.
- (f) The equipment malfunctions (RCW 10.122.100).

600.5.4 RECORDING PROCEDURES

The Chief of Police should designate a member of the Department to be responsible for electronic recordings. Responsibilities should include but are not limited to (RCW 10.122.150):

- (a) Developing protocols on how a recording is made, including the following:
 - 1. Standards for angles, focus, and field of vision to promote accurate recording.
- (b) Developing procedures for the collection and review of recordings or absence of recordings by supervisors.
- (c) Assigning a specific supervisor responsibility to promote accountability, including but not limited to:
 - 1. Adequate staffing.
 - 2. Training.

Washougal Police Department

Washougal PD Policy Manual

Investigation and Prosecution

3. Material resources.
- (d) Developing procedures for preservation of chain of custody of recordings.
- (e) Developing a process for explaining noncompliance with procedures.

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil

Washougal Police Department

Washougal PD Policy Manual

Investigation and Prosecution

liberties. Information gathered via the internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using their own equipment, the member should note the dates, times and locations of the information and report the discovery to their supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.8.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.9 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Captain or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Washougal Police Department

Washougal PD Policy Manual

Investigation and Prosecution

600.10 USE OF FACIAL RECOGNITION TECHNOLOGY

The Chief of Police may designate a member of the Department to be responsible for the management of a facial recognition technology (FRT) program.

Responsibilities may include but are not limited to (RCW 43.386.020):

- (a) Ensuring that department protocols and procedures conform to the department accountability report, current laws, regulations, and best practices.
- (b) Maintaining and updating the department accountability report.

600.10.1 AUTHORIZATION FOR FRT

Members seeking the use of FRT should make a request to their Captain or authorized designee.

Upon approval, FRT may be used in accordance with the approved department accountability report (RCW 43.386.020).

600.10.2 USE OF FRT IN SURVEILLANCE

Members shall not use FRT in ongoing surveillance (i.e., the tracking of the movement of a recognized individual through one or more public places over time), to conduct real-time or near real-time identification, or for persistent tracking (i.e., the tracking of the movement of an unrecognized individual if the facial template data is maintained for more than 48 hours or the identification of the individual is possible through links to other databases), unless (RCW 43.386.010; RCW 43.386.080):

- (a) A warrant is obtained that authorizes use.
- (b) Exigent circumstances exist.
- (c) A court order authorizing the use of FRT to locate or identify a missing person or to identify a deceased person has been issued.

600.10.3 RESTRICTIONS ON THE USE OF FRT

Facial recognition service may not be applied (RCW 43.386.080):

- (a) To any individual based on their religious, political, or social views or activities, participation in a particular noncriminal organization or lawful event, or actual or perceived race, ethnicity, citizenship, place of origin, immigration status, age, disability, gender, gender identity, sexual orientation, or other characteristic protected by law. Profiling is not condoned, including but not limited to predictive law enforcement tools.
- (b) To create a record describing any individual's exercise of rights guaranteed by the First Amendment of the United States Constitution and by Article I, section 5 of the Washington State Constitution.
- (c) As the sole basis to establish probable cause in a criminal investigation.
 - 1. The results of a facial recognition service may be used in conjunction with other information and evidence lawfully obtained by an officer to establish probable cause in a criminal investigation.

Washougal Police Department

Washougal PD Policy Manual

Investigation and Prosecution

- (d) To identify an individual based on a sketch or other manually produced image.
- (e) To a substantively manipulated image in a manner not consistent with the facial recognition service provider's intended use and training.

600.10.4 DEMOGRAPHIC DATA REPORTING

The Lead Administrative Assistant is responsible for ensuring that demographic data regarding individuals named in surveillance warrant applications is collected, summarized in a report, and submitted to the appropriate legislative authority in January of each year (RCW 43.386.010; RCW 43.386.070).

600.10.5 COORDINATION WITH PROSECUTING OFFICE

When a case is submitted for prosecution, officers shall disclose to the prosecutor in writing whether or not FRT was utilized in the investigation (RCW 43.386.070).

600.10.6 DOCUMENTATION

All pertinent records regarding the use of a facial recognition service shall be maintained to facilitate public reporting and auditing of compliance with the Washougal Police Department facial recognition policies (RCW 43.386.070).

600.10.7 TRAINING

The Operations Captain should ensure that those members responsible for using FRT or data produced from the use of FRT receive periodic training regarding the Washougal Police Department's policy and FRT-related procedures.

Training shall include the following but not be limited to (RCW 43.386.060):

- (a) The capabilities and limitations of the facial recognition service.
- (b) Procedures to interpret and act on the output of the facial recognition service.
- (c) To the extent applicable to the deployment context, the meaningful human review requirement for decisions that produce legal effects concerning individuals or similarly significant effects concerning individuals.

Informants

601.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Washougal Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Washougal Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

601.2 POLICY

The Washougal Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

601.3 USE OF INFORMANTS

601.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from a Captain. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of their reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

601.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, if applicable
- (d) The Chief of Police or the authorized designee

601.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Washougal Police Department

Washougal PD Policy Manual

Informants

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

601.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Captains, Detective Sergeant or their authorized designees.
 - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Washougal Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
 - (a) Members shall not become intimately involved with an informant.
 - (b) Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Detective Sergeant.
 - (c) Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Detective Sergeant.
 - 1. Officers may meet informants alone in an occupied public place, such as a restaurant.
- (f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
- (g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

601.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging them in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on their participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Washougal Police Department

Washougal PD Policy Manual

Informants

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using their affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

601.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within Detectives. The Detective Sergeant shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Captains, Detective Sergeant or their authorized designees.

The Administrative Captain should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Detective Sergeant is replaced, the files will be audited before a new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

601.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

Washougal Police Department

Washougal PD Policy Manual

Informants

- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and their subsequent reliability
 - 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant

601.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for their service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Detective Sergeant will discuss the above factors with a Captain.

601.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$500 and under may be paid in cash from a Detectives buy/expense fund.
 - (a) The Detective Sergeant shall sign the voucher for cash payouts from the buy/expense fund.
- (b) Payments exceeding \$500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.
 - (a) The check shall list the case numbers related to and supporting the payment.
 - (b) A written statement of the informant's involvement in the case shall be placed in the informant's file.
 - (c) The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.

Washougal Police Department

Washougal PD Policy Manual

Informants

- (d) Authorization signatures from the Chief of Police and the City Manager are required for disbursement of the funds.
- (c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
 - 1. The cash transfer form shall include the following:
 - (a) Date
 - (b) Payment amount
 - (c) Washougal Police Department case number
 - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
 - 2. The cash transfer form shall be signed by the informant.
 - 3. The cash transfer form will be kept in the informant's file.

601.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of their responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount they must report on a tax return as "other income" and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

601.6.3 AUDIT OF PAYMENTS

The Detective Sergeant shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Eyewitness Identification

602.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

602.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

602.2 POLICY

The Washougal Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

602.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

602.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Detectives supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

- (a) The date, time and location of the eyewitness identification procedure.
- (b) The name and identifying information of the witness.

Washougal Police Department

Washougal PD Policy Manual

Eyewitness Identification

- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all of the individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
- (g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as they did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) A signature line where the witness acknowledges that they understand the identification procedures and instructions.
- (j) A statement from the witness in the witness's own words describing how certain they are of the identification or non-identification. This statement should be taken at the time of the identification procedure.

602.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

602.6 PHOTOGRAPHIC AND LIVE LINEUP CONSIDERATIONS

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup to a witness should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

Washougal Police Department

Washougal PD Policy Manual

Eyewitness Identification

602.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications.

When initiating a field identification, the member should observe the following guidelines:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 - 1. The length of time the witness observed the suspect.
 - 2. The distance between the witness and the suspect.
 - 3. Whether the witness could view the suspect's face.
 - 4. The quality of the lighting when the suspect was observed by the witness.
 - 5. Whether there were distracting noises or activity during the observation.
 - 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 - 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
- (h) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

602.8 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

Brady Material Disclosure

603.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and disclosing potentially exculpatory or impeachment information—commonly referred to as "Brady information"—to the prosecuting attorney, in accordance with legal obligations and constitutional requirements.

603.1.1 DEFINITIONS

Definitions related to this policy include:

"Brady" information - Information known or possessed by the Washougal Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

603.2 POLICY

The Washougal Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Washougal Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

603.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

Washougal Police Department

Washougal PD Policy Manual

Brady Material Disclosure

603.4 BRADY PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for *Brady* information. This person shall be directly responsible to the Administrative Captain or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Working with the appropriate prosecutors' offices and the City Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure (RCW 10.93.180).
- (b) Reporting to the appropriate prosecutor of any jurisdiction where an officer may testify (RCW 10.93.180):
 - 1. Any act by an officer that may be potentially exculpatory to a criminal defendant and/or misconduct that an officer engaged in that affects their credibility within 10 days of discovery of the act.
 - 2. Information about a newly hired officer with a prior potential impeachment disclosure within 10 days of hiring.
- (c) Maintaining a current list of members who have *Brady* information in their files or backgrounds.
 - 1. Updating this list whenever potential *Brady* information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

603.5 DISCLOSURE OF REQUESTED INFORMATION

If a member of this department is a material witness in a criminal case, a person or persons designated by the Chief of Police shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain *Brady* information. If *Brady* information is located, the following procedure shall apply:

- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of *Brady* material in the member's personnel file.
- (b) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in-camera review by the court.
 - 1. If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.
- (c) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection to address any issues or questions raised by the court.
- (d) If the court determines that there is relevant *Brady* material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.
 - 1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of

Washougal Police Department

Washougal PD Policy Manual

Brady Material Disclosure

such materials to the involved case and requiring the return of all copies upon completion of the case.

- (e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

The person or persons designated by the Chief of Police should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain *Brady* information. The obligation to provide *Brady* information is ongoing. If any new *Brady* information is identified, the prosecuting attorney should be notified.

603.6 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty, or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy (RCW 10.93.150).

603.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady* information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

603.8 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

Unmanned Aerial System

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means.

604.2 POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

604.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

604.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

Washougal Police Department

Washougal PD Policy Manual

Unmanned Aerial System

- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

604.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

604.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.

Washougal Police Department

Washougal PD Policy Manual

Unmanned Aerial System

- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

604.7 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.

Sexual Assault Investigations

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notification requirements are addressed in the Child Abuse and Adult Abuse policies.

605.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in RCW 9A.44.010 et seq. and RCW 9A.64.020.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

605.2 POLICY

It is the policy of the Washougal Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

605.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.
- (b) Conduct follow-up interviews and investigation.
- (c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates and support for the victim.
- (f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

Washougal Police Department

Washougal PD Policy Manual

Sexual Assault Investigations

605.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

605.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Clark Regional Emergency Services Agency (CRESA), should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim Witness Assistance Policy.

605.5.1 VICTIM PERSONAL REPRESENTATIVE AND ADVOCATE

A personal representative may accompany a victim of sexual assault to the hospital or other health care facility, as well as to any proceeding related to the alleged assault, including interviews. A personal representative may be a friend, relative, attorney, or an employee or volunteer from a community sexual assault program or specialized treatment service provider, in accordance with RCW 70.125.030 and RCW 70.125.060.

The victim may also choose to consult with a sexual assault survivor's advocate throughout the investigatory process of the case. The assigned investigator should ensure the advocate has access to the victim during the process (RCW 70.125.110).

605.5.2 POLYGRAPH EXAMINATION OF VICTIM

Victims of alleged sex offenses shall not be asked or required to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of the offense. The refusal of a victim to submit to a polygraph or other truth telling device shall not by itself prevent the investigation, charging or prosecution of the offense (RCW 10.58.038; 34 USC § 10451).

605.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

Washougal Police Department

Washougal PD Policy Manual

Sexual Assault Investigations

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing. Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

605.6.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating sexual assaults or handling related evidence are required to do the following:

- (a) Sexual assault examination kits shall be submitted to an approved lab within 30 days with a request for testing prioritization when either of the following conditions are met (RCW 5.70.040):
 - 1. A related report or complaint is received by the Department alleging a sexual assault or other crime has occurred and the victim has consented to the submission.
 - 2. The victim is an unemancipated person 17 years or age or younger.
- (b) Facilitate the collection of an unreported sexual assault kit from a collecting entity when this department has jurisdiction to investigate any related criminal allegations (RCW 5.70.030).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

605.6.2 STATEWIDE SEXUAL ASSAULT KIT TRACKING SYSTEM

Members investigating a sexual assault should ensure that biological evidence is tracked appropriately in the statewide sexual assault kit tracking system (RCW 35.21.195; RCW 36.28.200).

605.6.3 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim Witness Assistance Policy.

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

Washougal Police Department

Washougal PD Policy Manual

Sexual Assault Investigations

605.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detectives supervisor.

Classification of a sexual assault case as unfounded requires the Detectives supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted their original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

605.8 CASE REVIEW

The Detectives supervisor should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

605.8.1 RETENTION

The Detectives supervisor should ensure evidence, investigatory reports, and records related to violent or sex offenses are appropriately marked for retention under RCW 5.70.010.

605.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Detectives supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

605.10 CASE STATUS NOTIFICATION

The investigator assigned to the case should keep the victim informed of the status of the investigation in a timely manner. The victim should be informed of the expected and appropriate time frames for receiving a response to inquiries made regarding the status of the investigation (RCW 5.70.005; RCW 70.125.110).

The investigator should provide the victim with contact information for the assigned prosecutor, if available, to receive updates related to the prosecution of the case (RCW 70.125.110).

605.11 TRAINING

Subject to available resources, periodic training should be provided to:

- (a) Members who are first responders. Training should include:

Washougal Police Department

Washougal PD Policy Manual

Sexual Assault Investigations

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim's response to trauma.
- (b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
 1. Interviewing sexual assault victims.
 2. SART.
 3. Medical and legal aspects of sexual assault investigations.
 4. Serial crimes investigations.
 5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
 6. Techniques for communicating with victims to minimize trauma.
 7. The course provided by the Washington State Criminal Justice Training Commission on investigating sexual assault and other gender-based violence cases developed pursuant to RCW 43.101.272. Qualified investigators and the Detectives supervisor shall complete this course within a year of assignment.
 8. Proper protocol for the use of the statewide sexual assault kit tracking system (RCW 35.21.195; RCW 36.28.200).

Warrant Service

606.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

606.2 POLICY

It is the policy of the Washougal Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

606.3 COMMAND AND CONTROL

The Operations Captain (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The Operations Captain will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

606.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. They will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the Operations Captain for review and classification of risk (see the Operations Planning and Deconfliction Policy).

606.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the Operations Captain for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the Operations Captain. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

Washougal Police Department

Washougal PD Policy Manual

Warrant Service

606.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime execution.
 - 1. An officer shall not seek a no-knock warrant (RCW 10.31.040).
- (b) A clear explanation of the affiant's training, experience, and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched, including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

606.7 HIGH-RISK WARRANT SERVICE

The Operations Captain or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (b) The warrant service is video-recorded when practicable and reasonable to do so. The warrant service may be audio-recorded when announcing to everyone present that the conversation is going to be recorded and said announcement is recorded except if allowed by the warrant (RCW 9.73.030).
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

Washougal Police Department

Washougal PD Policy Manual

Warrant Service

- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location.
- (i) The condition of the property is documented with video recording or photographs after the search.

606.8 NO-KNOCK ENTRIES

No-knock entries are only authorized if exigent circumstances arise at the scene such that knocking and announcing the officer's presence would create an imminent threat of physical violence to the officer or another person.

606.9 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

606.10 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

606.11 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Incident Commander will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities

Washougal Police Department

Washougal PD Policy Manual

Warrant Service

- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the Operations Captain. The Operations Captain should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The Operations Captain should ensure that members of the Washougal Police Department are utilized appropriately. Any concerns regarding the requested use of Washougal Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Operations Captain is unavailable, the Patrol Sergeant should assume this role.

If officers intend to serve a warrant outside Washougal Police Department jurisdiction, the Incident Commander should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Washougal Police Department when assisting outside agencies or serving a warrant outside Washougal Police Department jurisdiction.

606.12 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

606.13 DOCUMENTATION

Documentation related to the service of a warrant shall be maintained in accordance with the established records retention schedule.

606.14 TRAINING

The Operations Captain should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Operations Planning and Deconfliction

607.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

607.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

607.2 POLICY

It is the policy of the Washougal Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

607.3 COMMAND AND CONTROL

The Operations Captain will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The Operations Captain will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The Operations Captain will also have the responsibility for coordinating operations that are categorized as high risk.

607.4 RISK ASSESSMENT

607.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

Washougal Police Department

Washougal PD Policy Manual

Operations Planning and Deconfliction

- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

607.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the Operations Captain.

The supervisor and Operations Captain shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

607.4.3 HIGH-RISK OPERATIONS

If the Operations Captain, after consultation with the involved supervisor, determines that the operation is high risk, the Operations Captain should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
 - 1. Special Weapons and Tactics Team (SWAT)
 - 2. Additional personnel
 - 3. Outside agency assistance
 - 4. Special equipment
 - 5. Medical personnel
 - 6. Persons trained in negotiation
 - 7. Additional surveillance
 - 8. Canines
 - 9. Evidence Room or analytical personnel to assist with cataloguing seizures

Washougal Police Department

Washougal PD Policy Manual

Operations Planning and Deconfliction

10. Forensic specialists
 11. Specialized mapping for larger or complex locations
- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
 - (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
 - (d) Coordinate the actual operation.

607.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

607.6 OPERATIONS PLAN

The Operations Captain should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

Washougal Police Department

Washougal PD Policy Manual

Operations Planning and Deconfliction

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
 1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
 1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
 2. How all participants will be identified as law enforcement.
- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control Procedures policies.
- (k) Communications plan
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

607.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

607.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

Washougal Police Department

Washougal PD Policy Manual

Operations Planning and Deconfliction

- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.
- (c) The Incident Commander shall ensure that all participants are visually identifiable as law enforcement officers.
 - (a) Exceptions may be made by the Incident Commander for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
 - (a) It is the responsibility of the Incident Commander to ensure that Clark Regional Emergency Services Agency (CRESA) is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
 - (b) If the radio channel needs to be monitored by Clark Regional Emergency Services Agency (CRESA), the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
 - (c) The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

607.8 SWAT PARTICIPATION

If the Operations Captain determines that SWAT participation is appropriate, the Incident Commander and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control of the scene until all individuals are appropriately detained and conditions allow for a secure search. Once the scene is stabilized, the SWAT supervisor shall transfer control to the designated handling supervisor. This transfer of authority should be clearly communicated to the officers present.

607.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Incident Commander or Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

Washougal Police Department

Washougal PD Policy Manual

Operations Planning and Deconfliction

607.11 TRAINING

The Operations Captain should ensure officers who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Forensic Genetic Genealogy

608.1 PURPOSE AND SCOPE

This policy provides guidance for the use of forensic genetic genealogy (FGG) to generate investigative leads.

608.1.1 DEFINITIONS

Definitions related to this policy include:

Combined DNA Index System (CODIS) - An FBI computer software program that operates deoxyribonucleic acid (DNA) profile databases for law enforcement use.

DNA typing laboratory - A laboratory that analyzes biological samples, including extracted DNA, in order to provide various DNA profile types. State or local crime labs are generally not equipped to provide single nucleotide polymorphism (SNP) DNA profiles; therefore, the use of private DNA typing laboratories is often necessary for FGG.

Extracted DNA - The DNA isolated from a biological sample remaining after previous DNA testing has been completed.

Forensic genetic genealogy (FGG) - The process of obtaining a SNP DNA profile from a biological sample collected during an investigation; uploading the profile to a genetic genealogy site for comparison to the consumer profiles in the site's database to identify genetic relatives; and using the identified genetic relationships, as well as traditional genealogy research, to generate investigative leads.

Genetic genealogist - A genealogist who uses DNA testing with traditional genealogical research methods to assist law enforcement or private clients in identifying biological relatives of an individual.

Genetic genealogy site - A database of DNA profiles voluntarily submitted by public consumers for the purpose of identifying genetic relatives. The availability of genetic genealogy sites for law enforcement use varies depending on their terms of service.

Short tandem repeat (STR) DNA profile - The results of DNA typing in a format that can be processed through CODIS and state DNA databases. This is the type of DNA used in conventional non-FGG law enforcement investigations.

Single nucleotide polymorphism (SNP) DNA profile - The results of DNA typing in a format that enables an unknown DNA sample to be compared to the DNA profiles maintained by a genetic genealogy site. This is the DNA type used in FGG.

608.2 POLICY

The Washougal Police Department's use of FGG will be in coordination with prosecutors, the Medical Examiner, and other appropriate resources only in qualifying cases after reasonable conventional investigative methods have been pursued. Members will take reasonable steps to

Washougal Police Department

Washougal PD Policy Manual

Forensic Genetic Genealogy

maintain the integrity of the FGG process and safeguard the privacy rights of individuals whose DNA profiles are analyzed.

608.3 CRITERIA FOR FGG USE

Before using FGG, the lead investigator should coordinate with the supervisor to determine whether the case meets the following requirements:

- (a) Biological evidence collected as part of the underlying investigation (or extracted DNA from the biological evidence) is available for additional testing and is reasonably believed to be attributable to:
 - 1. The perpetrator of an unsolved violent felony.
 - 2. The unidentified human remains of a suspected homicide victim.
- (b) All reasonable conventional investigative methods have been utilized and all reasonable investigative leads have been pursued (e.g., relevant case information entered in the National Missing and Unidentified Persons System (NamUs) and the Violent Criminal Apprehension Program (ViCAP) national database).
- (c) An STR DNA profile has been developed from the biological evidence collected in the case and, absent unusual circumstances, has been uploaded to CODIS and any applicable state DNA database for comparison with negative results.

608.4 COORDINATION

Once a preliminary determination has been made that a case may qualify for the use of FGG, the lead investigating member should consult with the appropriate prosecutor to address current and prospective legal issues and determine if a search warrant is required.

In the case of unidentified human remains, the lead investigator should also consult with the Medical Examiner.

608.5 SUBMISSION OF SAMPLE

The biological evidence or extracted DNA should be submitted to a DNA typing laboratory approved by the Department in order to obtain a SNP DNA profile.

Once a SNP DNA profile has been obtained from the biological evidence or extracted DNA, the lead investigating member should arrange for it to be compared to the SNP DNA profiles contained in one or more genetic genealogy sites to identify possible genetic relatives. The lead investigator should work with a qualified genetic genealogist as needed during this process.

When submitting a SNP DNA profile for comparison, the lead investigator or the authorized designee (e.g., assigned genetic genealogist) shall notify the genetic genealogy site that the request for comparison is from a law enforcement agency and confirm that the site's terms of service permit FGG for the type of case being investigated. The use of the SNP DNA profile and any subsequent comparison shall be limited to the original underlying investigation.

If at any time during the FGG process the case no longer meets the criteria for FGG use, the lead investigator should promptly notify the DNA typing laboratory, genetic genealogy site, and/or

Washougal Police Department

Washougal PD Policy Manual

Forensic Genetic Genealogy

genetic genealogist to cease any further analysis and to return all evidence, data, and materials to the Department.

608.6 ANALYSIS OF FGG DATA

Once results of a comparison are received from a genetic genealogy site, the information should be evaluated by a genetic genealogist, who will assist the lead investigator in identifying potential investigative leads.

The lead investigator should promptly and diligently pursue each viable lead identified through the FGG process using traditional investigative methods, as appropriate, to:

- (a) Eliminate an individual as a potential suspect in the case.
- (b) Link an individual to the case as a potential suspect.
- (c) Identify human remains.

608.7 COLLECTION OF THIRD-PARTY DNA SAMPLE

If it is determined that a third-party DNA sample (i.e., from a person not likely to be a suspect in the investigation) should be collected and analyzed for FGG, consent from the third party should be obtained prior to collection.

If there is a reasonable belief that the integrity of the investigation would be compromised by seeking consent from the third party prior to collection, the lead investigator should consult with the prosecutor regarding applicable laws and procedures in both the jurisdiction of the investigation and the jurisdiction where the collection will occur, if different.

The use of a third-party DNA sample shall be limited to the original underlying investigation.

608.8 POST-IDENTIFICATION

Members shall not rely solely on FGG identification of a potential suspect for probable cause to make an arrest or obtain an arrest warrant. Unless there is sufficient evidence independent of the FGG data to support an arrest, a potential suspect identified through FGG should not be arrested until the suspect's identity is confirmed.

Members shall not rely solely on FGG to identify human remains unless there is sufficient evidence independent of the FGG data to declare the identification or confirmation testing has been completed.

Confirmatory DNA testing should be conducted by collecting a known DNA sample from the potential suspect or, in the case of unidentified human remains, from a close biological relative. This known DNA sample should be submitted for comparison to the original unknown STR DNA profile through conventional methods (e.g., in CODIS).

The lead investigator should consult with the prosecutor to determine the appropriate method of obtaining a known DNA sample.

Once the identity of a suspect or the identity of unidentified human remains has been confirmed through conventional DNA testing, the lead investigator should:

Washougal Police Department

Washougal PD Policy Manual

Forensic Genetic Genealogy

- (a) Consult with the prosecutor to evaluate the entire investigative file for consideration of criminal charges or further investigation.
- (b) If applicable, consult with the Medical Examiner for an amendment to a certificate of death.

608.9 PRIVACY CONSIDERATIONS

Members should make reasonable efforts to respect and protect the privacy of non-suspect genetic relatives identified through the FGG process. The names and identifying information of any non-suspect genetic relatives should not be included in official reports, probable cause declarations, or affidavits for search warrants and should not be disclosed unless otherwise required by law or court order.

The lead investigator should formally request that the SNP DNA profile be removed from all genetic genealogy sites upon identity confirmation and should retain a copy of the request for department records. The lead investigator should request that all case-related records and data provided to, or generated by, a genetic genealogist during the FGG process be returned to the Department.

608.10 RETENTION OF DNA SAMPLES AND RELATED RECORDS

Genetic information, including any derivative profiles and genetic genealogy site user information, should be retained in accordance with the established records retention schedule. The lead investigator should coordinate with the property and evidence technician and provide adequate notice to the appropriate prosecutor's office before destroying any profiles or data obtained from the FGG process.

See the Property and Evidence Policy for guidelines regarding biological evidence, including DNA samples.

Chapter 7 - Equipment

Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees are responsible for the safekeeping, proper care, serviceable condition, appropriate use, and timely replacement of department property assigned or entrusted to them. Intentional or negligent abuse, misuse, or loss of department property may result in disciplinary action, which may include financial responsibility for the cost of repair or replacement.

- Employees shall promptly report, through their chain of command, any loss, damage, or unserviceable condition of department-issued property or equipment assigned to them.
- Damaged or unserviceable property should be taken out of use as soon as practical and replaced with comparable department property as soon as available and following notice to a supervisor.
- Unless otherwise directed by a supervisor or required by exigent circumstances, department property shall only be used by the individual to whom it was assigned.
- Department property shall be used only for official purposes and in accordance with its intended function.
- Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- Employees shall not attempt to repair damaged or unserviceable department property without prior approval from a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo through the chain of command to the Chief of Police, which shall include the results of their investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police, who will then forward the claim to the Finance Department.

Washougal Police Department

Washougal PD Policy Manual

Department-Owned and Personal Property

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees may, intentionally or unintentionally, cause damage to another person's real or personal property while performing their duties. Any employee who causes or observes such damage during the performance of law enforcement functions—regardless of jurisdiction—shall report the incident as follows:

- Make a verbal report to their immediate supervisor as soon as circumstances permit.
- Submit a written report before going off duty, or within the time frame directed by the supervisor who received the verbal report.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees from another jurisdiction cause damage to real or personal property belonging to the City, the Washougal Police Department employee present—or the employee responsible for the property—shall make a verbal report to their immediate supervisor as soon as circumstances permit. A written report shall be submitted before the end of the shift or as otherwise directed by the supervisor.

The supervisor shall also prepare a written report. Both the employee's report and the supervisor's report shall be promptly forwarded through the chain of command to the Administrative Captain.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs), but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets, and similar wireless two-way communications and/or portable internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the internet.

701.2 POLICY

The Washougal Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or after duty hours for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks (see the Information Technology Use Policy for additional guidance).

Members have no expectation of privacy regarding any communications while using a personally owned PCD for department-related business or when the use reasonably implicates work-related misconduct.

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-

Washougal Police Department

Washougal PD Policy Manual

Personal Communication Devices

duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by department procedures.
 - 1. Use of a personally owned PCD for work-related business constitutes consent for the Department to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
 - 2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 - 3. Searches of a personally owned PCD by the Department should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- (e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (f) If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to the Washougal Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Washougal Police Department

Washougal PD Policy Manual

Personal Communication Devices

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate recordkeeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means requires the express authorization of the Chief of Police or the authorized designee.
- (f) Members will not access social networking sites for any purpose that is not official department business. This restriction does not apply to a personally owned PCD used during authorized break times.
- (g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

Washougal Police Department

Washougal PD Policy Manual

Personal Communication Devices

- (b) Monitoring, to the extent practicable, PCD use in the workplace and take prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles other than authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use and the use complies with RCW 46.61.672. Hands-free use should be restricted to business-related calls or calls of an urgent nature.

701.9 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

702.2 DEFECTIVE VEHICLES

When a department vehicle or its equipment becomes inoperative or requires repair, the vehicle shall be removed from service. The employee who first becomes aware of the defective condition shall promptly complete a Vehicle Repair Slip. The completed slip shall be submitted without delay and submitted to a supervisor.

702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of each shift and ensure that the following equipment, at a minimum, is present and in serviceable condition:

- 20 emergency road flares
- 1 roll of barricade tape
- 1 first aid kit
- Personal Protective Equipment as required by § 1016 and § 1024
- Automated External Defibrillator (AED)
- Traffic cones
- Traffic vests

Washougal Police Department

Washougal PD Policy Manual

Vehicle Maintenance

- Life jacket
- Throw rope
- Stop Sticks (if the vehicle is equipped)
- Hand cleaner
- Sharps container

The Washougal Police Department Marked Vehicle and Equipment Check List is a living document and may include additional items based on the specific vehicle assignment. Officers should refer to the individual checklist associated with their assigned vehicle to ensure all required equipment is accounted for and operational.

702.3.2 UNMARKED VEHICLES

An employee driving unmarked department vehicles shall ensure that the minimum following equipment is present in the vehicle:

- 10 Emergency road flares
- 1 Roll barricade tape
- 1 First aid kit
- Personal Protective Equipment per § 1016 and § 1024

The Washougal Police Department Unmarked Vehicle and Equipment Check List is a living document and may include additional items based on the specific vehicle assignment. Officers should refer to the individual checklist associated with their assigned vehicle to ensure all required equipment is accounted for and operational.

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service if it has less than one-quarter tank of fuel. Whenever practicable, vehicles should be fully fueled when placed into service and refueled before the fuel level drops below one-quarter tank.

Fuel cards are assigned to individual members and may only be used by the assigned member unless otherwise authorized by a supervisor. Fuel cards must be returned to the Senior Administrative Assistant upon separation from the agency. The Senior Administrative Assistant is responsible for deactivating fuel cards. Lost cards must be reported to the Senior Administrative Assistant as soon as practicable. Vehicles shall be refueled only at authorized fueling locations; any exceptions must be approved by a supervisor.

702.5 WASHING OF VEHICLES

All units shall be kept clean at all times and, weather permitting, shall be washed as as needed to maintain a professional appearance.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Maintenance

Only one marked unit should be at the car wash at a time, unless otherwise approved by a supervisor.

Employees using a vehicle are responsible for removing any trash or debris at the end of their shift. Any confidential material shall be placed in the designated receptacle for secure shredding.

702.6 NON-SWORN EMPLOYEE USE

Non-sworn employees using marked vehicles shall ensure that all weapons are removed from the vehicle prior to operation. Non-sworn employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized to do so by a supervisor.

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Washougal to provide assigned take-home vehicles.

Additional guidelines for member responsibilities when transporting persons in custody may be found in the Transporting Persons in Custody Policy.

703.2 POLICY

The Washougal Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of the shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first obtain authorization from a supervisor.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle used to transport a person who is not a member of this department shall be inspected prior to placing another individual in the vehicle, and again after the person is removed. This procedure ensures that no unauthorized or personal items have been left in the vehicle.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Use

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation, or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MOBILE DIGITAL COMPUTER

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify Clark Regional Emergency Services Agency (CRESA). Use of the MDC is governed by the Mobile Digital Computer Use Policy.

703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, they should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require approval of a Captain .

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.3.8 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Use

703.3.9 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.10 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.11 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without permission from a Captain or the Chief of Police.

703.3.12 NON-SWORN MEMBER USE

Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed before taking the vehicle. Non-sworn members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform their regular assignment.

703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the Department.
- (b) Other reasonable transportation options are not available.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Use

- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) from the Washougal Police Department.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax advisor.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Captain gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
 - (a) In circumstances when a member has been placed on call by the Chief of Police or a Captain and there is a high probability that the member will be called back to duty.
 - (b) When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
 - (c) When the member has received permission from the Chief of Police or a Captain.
 - (d) When the vehicle is being used by the Chief of Police, a Captain or members who are in on-call administrative positions.
 - (e) When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Use

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
 2. All weapons shall be secured while the vehicle is unattended.
 3. All department identification, portable radios and equipment should be secured.
- (g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.
1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
 2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.
- (i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Washougal Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the Department.

Washougal Police Department

Washougal PD Policy Manual

Vehicle Use

- (d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) All weapons shall be removed from any vehicle left for maintenance.
- (f) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various sections and their use is restricted to the respective section and the assigned member, unless otherwise approved by a supervisor.

703.6 DAMAGE, ABUSE, AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision Reporting Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format, and forwarded through the chain of command. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.7 TOLL ROAD USAGE

Authorized on-duty emergency vehicles are exempt from incurring toll road charges. An authorized emergency vehicle is an on-duty vehicle of the Department which is equipped with emergency lights and siren and used to respond to emergency calls (WAC 468-270-030; WAC 468-270-085; WAC 468-270-105).

To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

- (a) Members operating department vehicles that are not authorized emergency vehicles shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit a request for reimbursement from the City for any toll fees incurred in the course of official business.
- (b) Members in unauthorized vehicles passing through a toll plaza or booth during a response to an emergency shall notify their Captain in writing within five working days explaining the circumstances.

703.8 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

704.2 POLICY

It is the policy of the Washougal Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

704.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

704.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

704.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one other department staff member review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date once each year by the Chief of Police or the City.

Washougal Police Department

Washougal PD Policy Manual

Cash Handling, Security and Management

704.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property/evidence duties or as part of their confidential informant duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

704.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Washougal Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Accident, Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in WAC 296-817-200.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

Washougal Police Department

Washougal PD Policy Manual

Personal Protective Equipment

The Firearms Instructor shall ensure eye protection meets or exceeds the requirements provided in WAC 296-800-16050.

705.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any collective bargaining agreement.

705.7 RECORDS

The Administrative Captain is responsible for maintaining records of all:

- (a) PPE training.
- (b) Initial fit testing for respiratory protection equipment.
- (c) Annual fit testing.
- (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.
- (e) These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule and WAC 296-842-12010.

705.8 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (WAC 296-800-16025).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (WAC 296-842-16005).

Chapter 8 - Support Services

Communications

800.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Clark Regional Emergency Services Agency (CRESA). It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

800.2 POLICY

It is the policy of the Washougal Police Department to provide telephone service to the public during business hours for information and for routine assistance. The Department provides two-way radio capability for continuous communication between Clark Regional Emergency Services Agency (CRESA) and department members in the field. Members of the public needing to speak with an officer will be referred or transferred to dispatch.

800.3 CLARK REGIONAL EMERGENCY SERVICES AGENCY (CRESA) SECURITY

Physical access to Clark Regional Emergency Services Agency (CRESA) shall be limited to Clark Regional Emergency Services Agency (CRESA) members, the Patrol Sergeant, command staff, and department members with a specific business-related purpose.

800.4 CALL HANDLING

Except as otherwise directed by a supervisor or established department protocol, all calls for service assigned by a dispatcher and status changes shall be communicated both by voice over the police radio and electronically via the Mobile Digital Computer (MDC), unless doing so would compromise security or confidentiality.

All contacts and activity shall be documented at the time they occur. If the activity or contact is initiated by voice, it should be documented by a dispatcher. If not initiated by voice, the member shall document it via the MDC.

Status changes include, but are not limited to:

- Arrival at scene
- Traffic stops
- In service

This department provides members of the public with access to the 9-1-1 system through a single emergency telephone number.

800.4.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance.

Emergency calls should be dispatched immediately. The supervisor shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

Washougal Police Department

Washougal PD Policy Manual

Communications

800.4.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property.

800.5 RESPONSIBILITIES

800.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.
- (b) Members keeping the dispatcher advised of their status and location.
- (c) Member acknowledgements shall be concise and without further comment unless additional information is needed.

The Dispatch Supervisor shall be notified of radio procedure violations or other causes for complaint.

All breaks in radio contact or signal disruption should be reported to a supervisor and to the Clark Regional Emergency Services Agency (CRESA). Issues can be submitted to CRESA by phone (360) 737-1911.

An officer may use a department issued personal communication device for work-related communication in the event that radio communications are unavailable.

800.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Washougal Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

800.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

800.7 CONFIDENTIALITY

Information that becomes available through Clark Regional Emergency Services Agency (CRESA) may be confidential or sensitive in nature. All members of Clark Regional Emergency Services Agency (CRESA) shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Washougal Police Department

Washougal PD Policy Manual

Communications

Automated data, such as DOL records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

Property and Evidence

801.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

801.1.1 DEFINITIONS

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

Property - Includes all items of evidence, items taken for safekeeping and found property.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping, such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law

801.2 POLICY

It is the policy of the Washougal Police Department to process and store all property in a manner that will protect it from loss, damage, or contamination, while maintaining documentation that tracks the chain of custody, the location of property, and its disposition.

801.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly entered into the property module of EIS and placed in the designated property locker or storage room.

801.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty. Employees booking property shall observe the following guidelines:

- (a) Complete the property module of EIS describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- (b) Complete an EIS evidence/property label (barcode label) and attach it to each package or envelope in which the property is stored.
- (c) Place "Bio-Hazard" and/or "Fentanyl Warning" labels, if needed..
- (d) Seal the evidence with evidence tape and initial and date the evidence tape.

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

- (e) When the property is too large to be placed in a temp evidence locker, the item may be retained in the drying room and notification to the evidence technician of its location.

801.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately.

Narcotics and dangerous drugs shall be weighed using a calibrated scale whenever a member enters or leaves the secured facility with the item unless the narcotics or dangerous drugs are being prepared for destruction.

The officer seizing the narcotics and dangerous drugs shall place them in a temporary evidence locker for the evidence technician.

801.3.3 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify a supervisor.. The Bomb Squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling, and disposal of all suspected explosives.

Explosives will not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. The property and evidence technician is responsible for transporting to the fire department any fireworks or signaling devices that are not retained as evidence.

801.3.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

- (a) Bodily fluids such as blood or semen stains shall be air dried in the drying room prior to packaging.
- (b) License plates found not to be stolen or connected with a known crime should be released directly to the owner. If the owner is not known or cannot be located the license plates will be entered as found property and tagged for destruction.
- (c) All bicycles and bicycle frames taken as found property require a property record. Property tags will be securely attached to each bicycle or bicycle frame and placed in the bicycle storage area. Normally bicycles and bicycle frames under a value of \$100 will not be taken as found property unless the officer determines otherwise.
- (d) All cash shall be counted in the presence of another department member and the evidence envelope initialed and dated by the submitting officer and witness. A supervisor shall be contacted for cash in excess of \$1,000.

City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

801.3.5 STORAGE OF SURRENDERED FIREARMS

Officers shall accept and store a firearm from any individual who has surrendered firearms under RCW 9.41.800 (Surrender of weapons), the Extreme Risk Protection Order Act, after being detained under RCW 71.05.150 or RCW 71.05.153, or after sentencing pursuant to RCW 10.99.100. The officer receiving the firearm shall:

- (a) Record the individual's name, address, and telephone number.
- (b) Record the firearm's serial number.
- (c) Record the date that the firearm was accepted for storage.
- (d) Prepare a property receipt form and provide a copy to the individual who surrendered the firearm.
 - 1. If the firearm was surrendered pursuant to the Extreme Risk Protection Order Act, the original receipt should be forwarded promptly to the Lead Administrative Assistant for timely filing with the court (RCW 7.105.340).

The property and evidence technician shall handle and store firearms surrendered pursuant to a civil protection order to prevent damage or degradation in appearance or function and document the condition of the surrendered firearms including by taking a digital photograph (RCW 7.105.340).

801.3.6 FOUND PROPERTY

Found property surrendered to the Department shall be handled as required by RCW 63.21.050.

801.3.7 UNWANTED MEDICINE DROP-OFF PROGRAM

The Washougal Police Department participates in the MED-Project® program, which provides a safe and environmentally responsible way for community members to dispose of unwanted or expired prescription medications.

Procedures:

- (a) Prescription drugs must be brought to the police department during regular business hours.
- (b) Officers shall not respond to private residences to collect or retrieve medications.
- (c) Community members shall deposit their prescription medications directly into the Prescription Drug Program kiosk located in the department's front lobby.
- (d) When the kiosk is full, the evidence custodian, accompanied by a witness, shall seal the collection box and ship it to MED-Project® for disposal.
- (e) Prohibited items include propellants (e.g., inhalants), combustible materials, sharps (e.g. needles), or any other item deemed to hazardous to be accepted into the police facility by department staff.

801.3.8 PRESCRIPTION DRUG TAKE-BACK

The Washougal Police Department participates in Drug Enforcement Administration (DEA) Prescription Drug Take Back events. During these events, community members may bring

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

unwanted medications to the department. Officers collect the medications and place them directly into property/evidence boxes, which are sealed under the supervision of the evidence technician. The evidence technician weighs each sealed box. At the end of the event, a DEA agent collects the boxes and transports them for disposal. This procedure is separate from the disposal process for drugs collected as evidence.

801.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

- (a) Narcotics and dangerous drugs.
- (b) Firearms (ensure they are unloaded and booked separately from ammunition).
- (c) Property with more than one known owner.
- (d) Fireworks.
- (e) Contraband.

801.4.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

801.4.2 PACKAGING NARCOTICS

The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged with a barcode label, and placed in a temporary evidence locker for the evidence technician. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the report room. The booking officer shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag.

801.4.3 FENTANYL HANDLING AND PACKAGING

To minimize the risk of cross-contamination, evidence suspected of containing fentanyl must not be placed in a locker with other evidence items. Only an individual temporary locker shall be used for each packaged item suspected of containing fentanyl.

Property Technicians will follow enhanced safety protocols to further reduce the risk of contamination to other evidence items.

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

When handling evidence suspected of containing fentanyl—particularly powders, pills, or capsules—field testing using NIK pouches or other reagent-based kits is strictly prohibited.

Employees shall not process fentanyl-related evidence alone. A second person must be present, and Narcan/Naloxone must be readily available in case of accidental exposure. At the scene, designate one "dirty" handler to manage the suspected substance and one "clean" handler to hold and seal the evidence packaging. This method reduces contamination on the outside of the packaging.

Universal precautions are required. All handlers shall wear dark nitrile gloves, eye protection, and an N95 dust mask.

The crime lab requires that all items suspected of containing fentanyl be submitted in a hard-sided container. For this purpose, all such evidence shall be submitted in individual quart-sized paint cans, which are available in the evidence processing room. Use one can per item. If a larger container is needed, contact the Evidence Technician.

Property and Evidence



Seal item in 2 plastic bags

After the item is placed in the can seal the can with its top, making sure it is sealed securely and there is no residue or debris in the grooves.

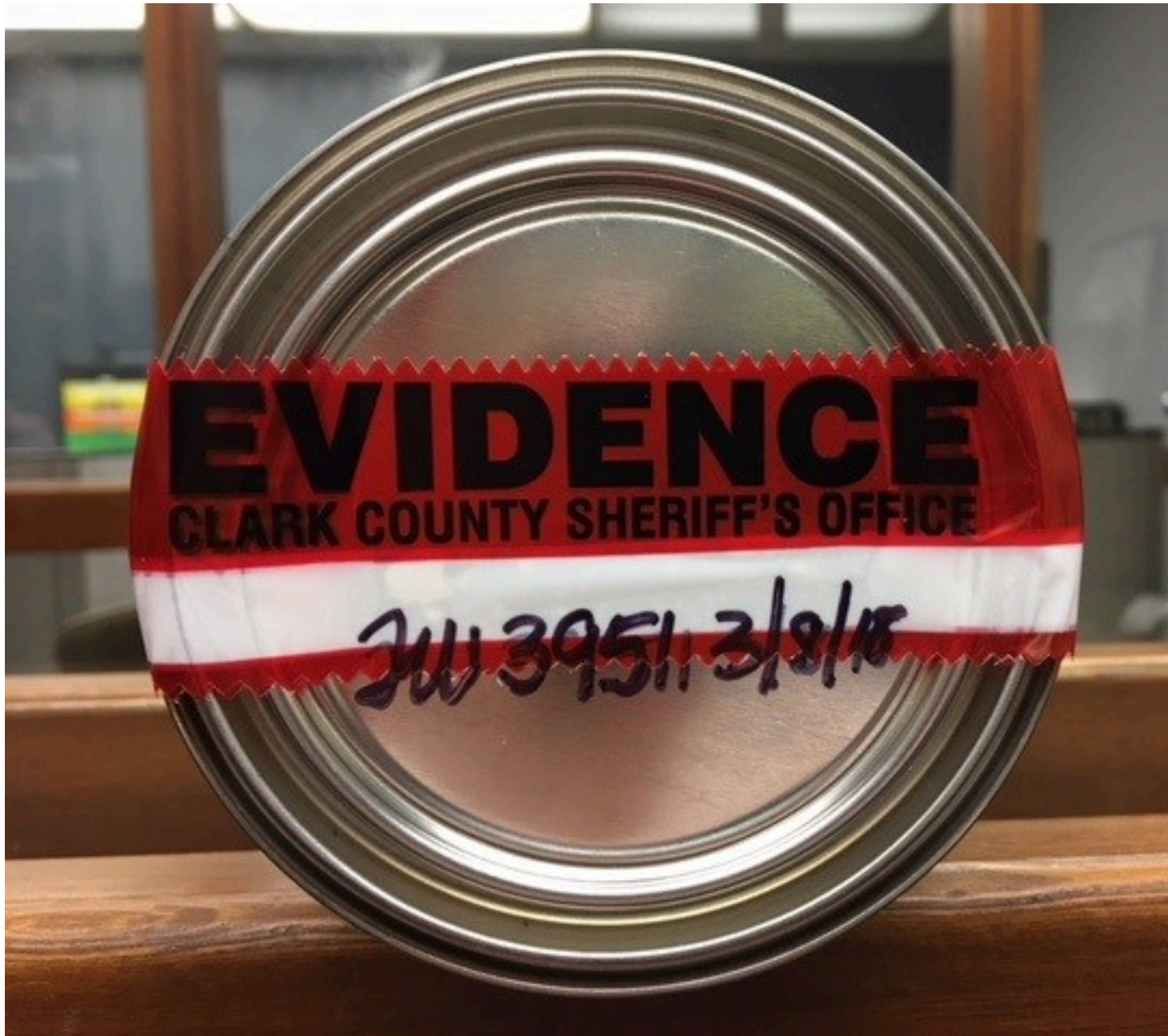
Property and Evidence



Double bagged item folded into can

Run evidence tape across top of can. Write initials, PSN and date across tape and overlapping onto can.

Property and Evidence



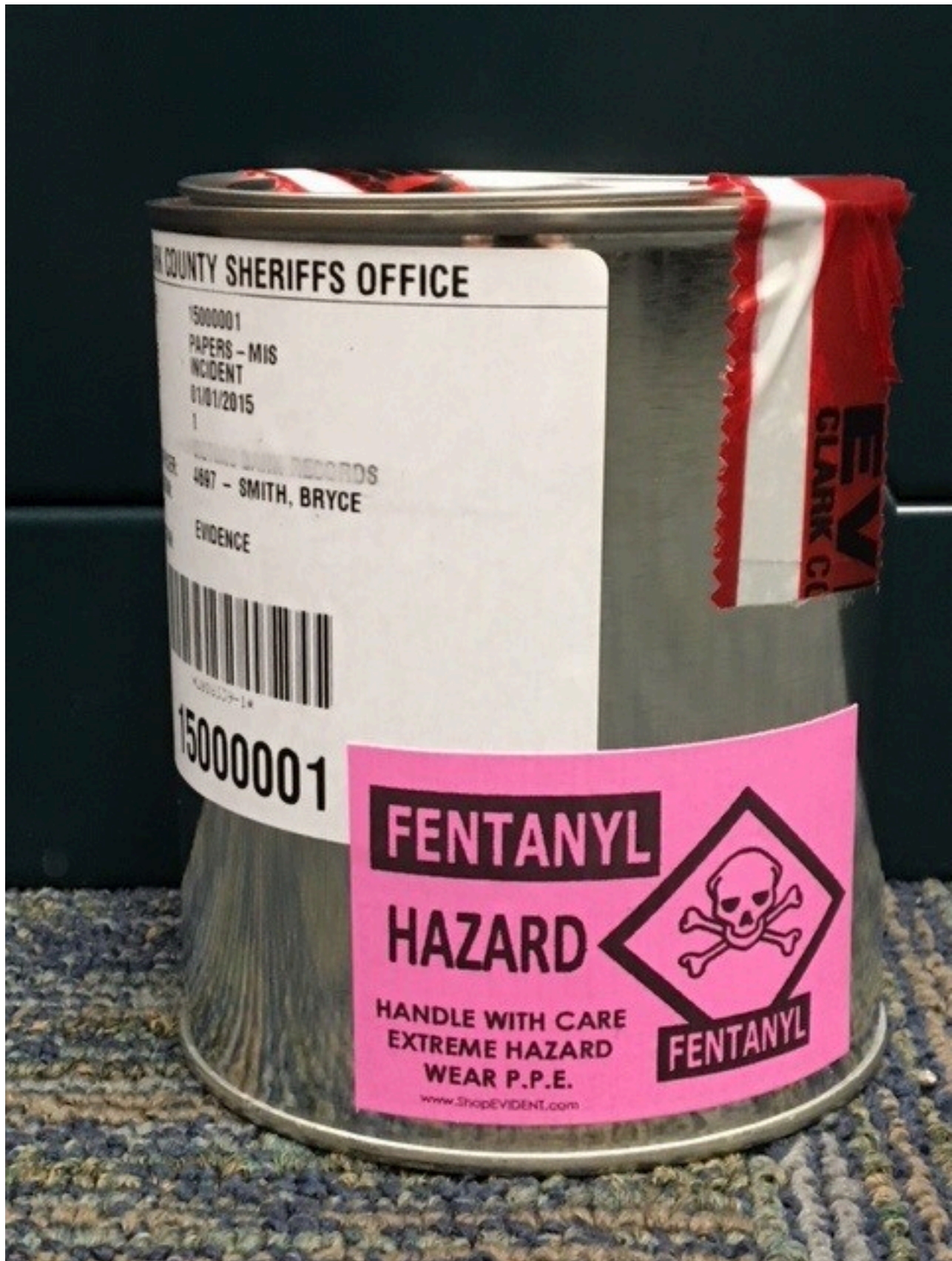
Top of can with evidence tape

A warning sticker shall be affixed to the can along with the evidence tag. These stickers are stored in the evidence room.

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence



Fentanyl hazard sticker affixed to can

801.5 RECORDING OF PROPERTY

The property and evidence technician receiving custody of evidence or property shall record their signature, the date and time the property was received and where the property will be stored on the property control card.

A property number shall be obtained for each item or group of items. This number shall be recorded on the property tag and the property control card.

Any changes in the location of property held by the Washougal Police Department shall be noted in the property logbook.

801.6 PROPERTY CONTROL

Each time the property and evidence technician receives property or releases property to another person, they shall enter this information on the property control card. Officers desiring property for court shall contact the property and evidence technician at least one day prior to the court day.

801.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the evidence package shall be completed to maintain the chain of possession. No property or evidence is to be released without first receiving written authorization from a supervisor or detective.

Request for analysis for items other than narcotics or drugs shall be completed on the appropriate forms and submitted to the property and evidence technician. This request may be filled out any time after booking of the property or evidence.

801.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the property control card and the request for laboratory analysis.

The property and evidence technician releasing the evidence must complete the required information on the property control card and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on both copies, and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Section for filing with the case.

801.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be tracked in the EIS property module.

The property and evidence technician shall track to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

The return of the property shall be tracked in the EIS property module.

801.6.4 AUTHORITY TO RELEASE EVIDENCE

The Detective supervisor shall authorize the disposition or release of all evidence coming into the care and custody of the Department.

801.6.5 RELEASE OF PROPERTY

The Washougal Police Department shall make every effort to return personal property that is in the possession of this department when such property is not considered evidence of a crime or is no longer needed as evidence. In such cases, the property and evidence technician shall make a reasonable attempt to identify the lawful owner and provide written notice via US Mail within 15 days after the property is authorized to be released.

If the property remains unclaimed beyond sixty days after the initial written notice to the property owner, or, in the case of property held as evidence, sixty days from the date when the case has been finally adjudicated and the property has been released as evidence by order of the court, the Department may (RCW 63.32.010; RCW 63.40.010):

- (a) At any time thereafter sell the property at public auction to the highest and best bidder for cash. The disposition of all proceeds from such auctions shall be accounted for and recorded according to law (RCW 63.32.030; RCW 63.40.030).
- (b) Retain the property for the use of the Department subject to giving notice in the manner prescribed in RCW 63.32.020 or RCW 63.40.020 and the right of the owner, or the owner's legal representative, to reclaim the property within one year after receipt of notice, without compensation for ordinary wear and tear if, in the opinion of the Chief of Police, the property consists of firearms or other items specifically usable in law enforcement work, provided that at the end of each calendar year during which there has been such a retention, the Department shall provide the City's elected body and retain for public inspection a list of such retained items and an estimation of each item's replacement value. At the end of the one-year period any unclaimed firearm shall be disposed of pursuant to RCW 9.41.098(2).
- (c) Destroy an item of personal property at the discretion of the Chief of Police if the Chief of Police determines that all of the following circumstances have occurred:
 1. The property has no substantial commercial value, or the probable cost of sale exceeds the value of the property
 2. The item has been unclaimed by any person after notice procedures have been met, as prescribed in this section
 3. The Chief of Police has determined that the item is unsafe and unable to be made safe for use by any member of the general public.

If the item is not unsafe or illegal to possess or sell, it may, after satisfying the notice requirements as prescribed in RCW 63.32.020 or RCW 63.40.020, be offered by the Chief of Police to bona fide dealers, in trade for law enforcement equipment. Such equipment shall be treated as retained property for the purpose of annual listing requirements of the RCW. Such items may be destroyed

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

at the discretion of the Chief of Police if the Chief of Police believes that it has been, or may be used in a manner that is illegal (RCW 63.32.010; RCW 63.40.010).

The property and evidence technician shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. After release of all property entered on the property control card, the card shall be forwarded to the Records Section for filing with the case. If some items of property have not been released the property card will remain with the Evidence Room. Upon release, the proper entry shall be documented in the Property Log.

801.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim.

801.6.7 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Detectives will be responsible for the storage, control, and destruction of all narcotics and dangerous drugs coming into the custody of this department.

The property and evidence technician shall complete a visual inspection to detect possible tampering for any narcotic or dangerous drug prior to destruction. The inspection shall be witnessed by another member who does not have access to the evidence room.

801.6.8 DESTRUCTION OF NARCOTICS OR CONTRABAND

The Administrative Captain or their authorized designee shall establish procedures for the safe destruction of narcotics and dangerous drugs, contraband, and other illegal items. Documentation of destruction shall be maintained in accordance with the established records retention schedule.

801.6.9 PROPERTY DEPICTING A MINOR ENGAGED IN SEXUALLY EXPLICIT CONDUCT

No property or material that depicts a minor engaged in sexually explicit conduct shall be copied, photographed, or duplicated. Such material shall remain under the control of this department or the court and shall be made reasonably available for inspection by the parties to a criminal proceeding involving the material. The defendant may only view these materials while in the presence of their attorney or an individual appointed by the court either at this department or a neutral facility as approved by the court (RCW 9.68A.170). Any request for inspecting such material should be brought to the attention of the assigned investigator or an investigation supervisor.

801.7 DISPOSITION OF PROPERTY

All personal property, other than vehicles governed by Chapter 46.52 RCW, not held for evidence in a pending criminal investigation or proceeding, and held for 60 days or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

laws upon receipt of proper authorization for disposal. The property and evidence technician should request a disposition or status on all property which has been held in excess of 60 days, and for which no disposition has been received from a supervisor or detective (RCW 63.32.010; RCW 63.40.010).

801.7.1 BIOLOGICAL EVIDENCE

The property and evidence technician shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant
- (b) The defendant's attorney
- (c) The appropriate prosecutor and Attorney General
- (d) Any sexual assault victim
- (e) The Administrative Captain

Biological evidence shall be retained for a minimum period established by Washington law (RCW 5.70.010) or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved crime shall not be disposed of prior to expiration of the statute of limitations (RCW 5.70.010). Even after expiration of the applicable statute of limitations, the Administrative Captain should be consulted.

801.7.2 SEXUAL ASSAULT KITS

Upon written request from the victim of a sexual assault, the Department shall (RCW 70.125.110):

- (a) Provide written notification at least 60 days prior to the destruction or disposal of a sexual assault kit.
- (b) Preserve a sexual assault kit or its contents without charge.

Unreported sexual assault kits shall be stored and preserved for 20 years from the date of collection (RCW 5.70.030).

801.7.3 RETURN OF FIREARMS

Prior to the return of a privately owned firearm, the property and evidence technician shall ensure confirmation of the following (RCW 9.41.345):

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

- (a) The individual to whom the firearm is to be returned is the individual from whom the firearm was obtained, an authorized representative of the individual, or other person identified by a court order
- (b) The individual is eligible to possess a firearm pursuant to RCW 9.41.080
- (c) The firearm is not required to be held in custody or prohibited from release
- (d) Five business days have elapsed from the time the firearm was obtained by law enforcement
- (e) Provide notification to the family or household member or intimate partner who has requested notification under RCW 9.41.340(1)(a)(i), or notification to an identified victim or protected person is required per RCW 9.41.340(1)(a)(ii). This notification must be provided to the appropriate person within one business day of verifying that the requirements in (a) through (c) of this subsection have been met.

If a firearm or dangerous weapon was surrendered or lawfully seized pursuant to a protection order issued under RCW 9.41.800 and is to be returned to a person other than the individual from whom the firearm or dangerous weapon was obtained, the property and evidence technician shall determine that the person is the lawful owner and obtain a written agreement, signed by the lawful owner under the penalty of perjury, that the firearm or dangerous weapon will be stored in a manner to prevent the individual from whom the firearm or dangerous weapon was obtained, from accessing, controlling, or possessing the firearm or dangerous weapon (RCW 9.41.801).

Upon confirmation that the individual is eligible to possess a firearm and any applicable notifications are complete, the firearm shall be released to the individual or authorized representative upon request without unnecessary delay.

If a firearm cannot be returned because it is required to be held in custody or is otherwise prohibited from release, written notice shall be provided to the individual within five business days of the date the individual requested return of the firearm. The written notice shall include the reason the firearm must remain in custody.

801.7.4 RELEASE OF FIREARMS IN EXTREME RISK PROTECTION ORDER MATTERS

If an extreme risk protection order is terminated or expires without renewal, a firearm taken or surrendered pursuant to the order shall be returned to the person after (RCW 7.105.345):

- (a) Confirming through a background check that the person is currently eligible to possess the firearm under federal and state law.
- (b) Confirming with the court that the extreme risk protection order is no longer in effect.
- (c) Notice has been provided to a family or household member who requested notification.

If an individual other than the restrained person claims title to any firearms surrendered or taken into custody, and that individual is determined to be the lawful owner and a lawful possessor of the firearm, the firearm shall be returned to that individual provided that the individual agrees to store the firearm in a manner that prevents the restrained person from access (RCW 7.105.340).

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

801.7.5 RELEASE OF FIREARMS AFTER EMERGENCY DETENTION

Firearms surrendered pursuant to RCW 71.05.182 (surrender of firearms after emergency detention) shall be returned in compliance with the provisions of RCW 9.41.345 as long as the six-month suspension period has expired or the person's right to possess firearms has been restored, whichever is sooner (RCW 71.05.182).

801.7.6 NOTIFICATION FOR FIREARM RETURN

If notification has been requested or is required pursuant to RCW 9.41.340, it shall be made to the following individuals by established department protocols within one business day of verification that the firearm is eligible to be returned (RCW 9.41.340):

- (a) To a family or household member, or an intimate partner who has requested notification.
- (b) To any person identified in a no-contact order, restraining order, protection order, or any identified victim of the crime that resulted in the firearm surrender.

Once notification is made, the firearm shall be held for five business days from the time notification has been provided or the information has been entered into the appropriate databases (RCW 9.41.345).

801.7.7 REPORT OF CLEARED PROPERTY

The property and evidence technician shall provide an annual written report to the Chief of Police on the number of items cleared (e.g., released, returned, disposed of, otherwise removed from the control of the Evidence Room) during the prior year.

801.8 INSPECTIONS, INVENTORIES, AND AUDITS OF THE EVIDENCE ROOM

- (a) On a monthly basis, the supervisor of the evidence custodian shall make an inspection of the property and evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.
- (b) An annual unannounced audit of property and evidence, including drugs, money, jewelry, and firearms, shall be conducted by a Captain (as appointed by the Chief of Police) not routinely or directly connected with evidence control.
- (c) Whenever a change is made in personnel who have access to the Evidence Room, a full inventory of sensitive items, including drugs, money, jewelry, and firearms, shall be made by an individual not associated with the Evidence Room or its function to ensure that records are correct and all property is accounted for.

801.9 EVIDENCE ROOM SECURITY

Access to the Evidence Room is restricted to authorized department personnel only. It shall be the responsibility of the property and evidence technician to control all access to the Evidence Room.

The property and evidence technician shall maintain a log of all persons entering the secured area of the Evidence Room. Personnel, other than those assigned to the Evidence Room, who have legitimate business in the secured area will be required to record their name, the date, time, and purpose for entry.

Washougal Police Department

Washougal PD Policy Manual

Property and Evidence

801.9.1 CONTROLS AND ALARMS

The Evidence Room permanent storage areas shall have controls to keep property protected from unauthorized entry, fire, moisture, extreme temperature, and pests. Alarms for unauthorized entry and fire shall be monitored at all times.

801.10 STATE CRIME LAB GUIDELINES

In addition to the content outlined in this policy, the Department shall follow the Washington State Patrol Crime Lab guidelines for the proper collection and identification of evidence and property.

Records Section

802.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Washougal Police Department Records Section. The policy addresses department file access and internal requests for case reports.

802.2 POLICY

It is the policy of the Washougal Police Department to maintain department records securely, professionally, and efficiently.

802.3 RESPONSIBILITIES

802.3.1 RECORDS LEAD

The Chief of Police shall appoint and delegate certain responsibilities to a Lead Administrative Assistant. The Lead Administrative Assistant shall be directly responsible to the Administrative Captain or the authorized designee. The responsibilities of the Lead Administrative Assistant include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Section.
- (b) Scheduling and maintaining Records Section time records.
- (c) Training Records Section staff.
- (d) Maintaining and updating a Records Section procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use, and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
 - 1. Homicides
 - 2. Cases involving department members or public officials
 - 3. Any case where restricted access is prudent

802.3.2 RECORDS SECTION

The responsibilities of the Records Section include but are not limited to:

- (a) Maintaining a records management system for case reports.
 - 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
 - 1. Modification of case reports shall only be made when authorized by a supervisor.

Washougal Police Department

Washougal PD Policy Manual

Records Section

- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection), as applicable, for the following types of occurrences:
 - 1. Officer suicides
 - 2. Officer misconduct
 - 3. Uses of force
 - 4. Officer deaths or assaults
 - 5. Crime incidents
 - 6. Deaths in custody
- (h) Providing UCR/NIBRS reports to the Washington Association of Sheriffs and Police Chiefs on a regular basis.
- (i) Entering the required information, to the extent known, in the National Crime Information Center (NCIC) database for any report of a lost or stolen firearm (Chapter 286, § 1, 2024 Laws).

802.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Section accessible only by authorized members of the Records Section. Access to such physical files or case reports is only available to other employees by contacting the Lead Administrative Assistant.

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

802.4.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Lead Administrative Assistant. All original case reports removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

Washougal Police Department

Washougal PD Policy Manual

Records Section

802.4.2 RECORDS CONCERNING JUVENILES

The Lead Administrative Assistant shall be responsible for the destruction and sealing of juvenile records in accordance with RCW 13.50.270, including the following circumstances:

- Upon receiving notification from the juvenile court that specific records should be destroyed.
- Upon receiving notification from the Office of the Governor that a specific juvenile has received a full and unconditional pardon, the Lead Administrative Assistant shall ensure that all records pertaining to that juvenile are destroyed within 30 days.

802.5 USE OF A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)

ACCESS is a computer-controlled communications system located at the WSP Information Technology Division. ACCESS provides service to all the state and national information systems. The Chief of the WSP is vested with the authority to administer all operating phases of ACCESS and the Washington Crime Information Center (WACIC). There are specific requirements for agencies accessing the information in the group of computer systems in ACCESS.

802.5.1 ACCESS USE REQUIREMENTS

No member of the Washougal Police Department shall operate any of the ACCESS systems without first complying with the training requirements as listed in the ACCESS manual.

802.5.2 ACCESS REQUIREMENTS

As an authorized ACCESS user, the Washougal Police Department complies with all of the following ACCESS requirements:

- Receiving information from outside agencies
- Recording information
- Verifying information
- Canceling information
- Providing 24-hour access to agency warrants

It is the responsibility of the Lead Administrative Assistant to ensure that all ACCESS computer and network security requirements are in place and operational.

802.6 OFFICER SAFETY ADVISORIES

A Violent Person File (VPF) database is maintained by the NCIC and is intended to provide protection to police, corrections, or other criminal justice officers. Individuals who represent a potential threat to officers may be entered into ACCESS when they have previously exhibited assaultive or threatening behavior during contacts by law enforcement.

To qualify for entry, one or more of the following conditions must be met (ACCESS Operations Manual Chapter 33-3 II, C):

Washougal Police Department

Washougal PD Policy Manual

Records Section

- (a) The offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute that involves violence against law enforcement.
- (b) The offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
- (c) The offender has been convicted of a violent offense against a person where a firearm or weapon was used.
- (d) A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed the intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

Officers who encounter a person who they believe is a threat to officer safety should submit a report detailing the circumstances of the contact and nature of the threat for entry as an Officer Safety Advisory.

All Officer Safety Advisories are subject to approval by the Chief of Police or the authorized designee.

Once approved, the Records Section is responsible for making the appropriate entry into ACCESS.

Whenever an Officer Safety Advisory is initiated by the Washougal Police Department, it is the responsibility of the Lead Administrative Assistant to ensure that a copy of the supporting documentation and the authorized statement signed by the Chief of Police are maintained in a separate file. Supporting documentation may include the crime report, officer's supplemental report, mental health report, or other similar documentation.

802.7 COURT ORDERS

The Lead Administrative Assistant shall see that no-contact orders received from the court are entered into the WACIC or other applicable criminal intelligence information system for one year or until the expiration date specified on the order. Upon receipt of notice that an order has been terminated, the Lead Administrative Assistant shall see that the order is removed from the applicable system (RCW 9A.40.102; RCW 9A.40.104; RCW 9A.40.106).

The Lead Administrative Assistant should ensure that court orders for the surrender and prohibition of weapons and the revocation of any concealed pistol license are immediately entered into the appropriate databases (RCW 9.41.800).

802.8 ACCESS MISUSE

- (a) Use of the ACCESS System
 - (a) A Central Computerized Enforcement Service System (ACCESS) is a computer controlled communications system operated and maintained for all law enforcement and criminal justice agencies within the state. The Chief of

Washougal Police Department

Washougal PD Policy Manual

Records Section

the Washington State Patrol (WSP) administers all operating phases of the ACCESS System.

- (b) The ACCESS System shall only be used for criminal justice purposes. The following rules and policies ensure proper and efficient use of the ACCESS system. All terminal operators, including mobile data terminal users, must be certified at their appropriate role annually. All personnel will conform to these policies and rules. Any questions regarding these policies should be referred to the ACCESS Section.
- (b) Terminal Agency Coordinator (TAC)
 - (a) The TAC is responsible for proper operator performance, strict adherence to regulations and prompt notification of CJIS violations to the ACCESS Section. Refer to the Introduction chapter of the ACCESS Operations Manual for further clarification of TAC responsibilities.
- (c) Information from ACCESS and Dissemination
 - (a) All personnel who use, work on the connection to ACCESS, or have access to Criminal Justice Information (CJI) must observe all restrictions placed on the use or dissemination of information received through ACCESS. Policies contained within the ACCESS Operations Manual and other related manuals must be adhered to. Some records may be public information; however, if the information is obtained through ACCESS it must only be used for criminal justice purposes. Those records that may be considered public would have to be released through a formal public disclosure request.
 - (b) Queries or messages not pertaining to law enforcement business (e.g., personal inquiries) are prohibited.
 - (c) Persons shall not use or provide any information obtained through the ACCESS system for private business or personal reasons.
- (d) System Misuse
 - (a) Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by the WSP or any other misuse or abuse of the ACCESS system may result in agency disciplinary measures and/or criminal prosecution.
 - (b) All allegations of ACCESS misuse must immediately be reported to the ACCESS Section Manager using the ACCESS Violation Incident Report Form. The violation report can be found on the ACCESS website: http://www.wsp.wa.gov/_secured/access/resources.htm
 - (c) If the allegations are founded, the investigating agency will choose the level of discipline.
 - (d) The WSP works in conjunction with the agency to impose additional sanctions, if warranted.
 - (a) This may include, but is not limited to, additional training, revocation of individual certification, or termination of system access to the department.

Washougal Police Department

Washougal PD Policy Manual

Records Section

802.9 CRIMINAL HISTORY USE AND DISSEMINATION

1. The criminal history inquiry must contain the following information:
 - (a) Identify the specific type of request (QH, QWH, QR, QI).
 - (b) The Attention (ATN) Field must contain the following:
 - i. Requestor Information
 1. First initial and last name and/or unique identifier of the person requesting the information.
 - (a) A unique identifier of the requestor can be a personnel number that does not change throughout their career.
 - ii. Criminal Justice Reason
 1. The reason can be a case number or a specific criminal justice reason.
 - (a) Generic reasons (investigation, suspicious, risk, ID verify, etc.) are considered too vague and will be a compliance issue.
 - (b) Our agency does not use abbreviations.
 2. Examples:

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K CLARK HOMICIDE
 - (c) Proper purpose codes must be used. If you are unsure about which purpose code to use, you may refer to the ACCESS Operations Manual – Criminal History Chapter
 - C** : Use this purpose code for official duties in connection with the administration of criminal justice (i.e. crimes, non-applicant riders and contractors or vendors not involved in the administration of criminal justice).
 - J**: Use this purpose code when conducting the background check on new criminal justice applicants, applicant riders and the 5 year re-background for certified ACCESS users.
 - F**: Use this purpose code for silencer/suppressors and for Federal Firearms Licensors (FFL).
 - (a) The subject's information that you are querying:
 - i. Full name and date of birth.
 - ii. State Identification (SID) number or Federal Bureau of Investigation (FBI) number.
2. Secondary dissemination is when criminal history is run for one criminal justice agency and then that same return is released to another criminal justice agency for their use.

Washougal Police Department

Washougal PD Policy Manual

Records Section

- (a) Secondary dissemination must be recorded on a separate log. The log must contain the following information:
 - i. The name of the person requesting the information.
 - ii. The full name of the agency receiving the information.
 - iii. The date of the dissemination.
 - iv. A case number or specific reason.
3. Each agency will store all Criminal Justice Information (CJI) in a secure case file and/or dispose of all documents according to agency required policies. For disposal and transportation of CJI, refer to the Washougal Police Department media disposal procedure (below).
4. Agency must ensure that all personnel have been apprised that criminal history data may only be used in the administration of criminal justice. It is strictly protected by state and federal law. Refer to the Introduction chapter of the ACCESS Operations Manual for applicable laws.

802.10 MEDIA DISPOSAL PROCEDURE

1. **Purpose:** The purpose of this policy is to outline the proper disposal of media (physical and/or electronic). These rules are in place to protect sensitive and classified information, employees and the agency. Inappropriate disposal of Criminal Justice Information (CJI), Criminal History Record Information (CHRI) and/or media may put employees, the agency, the state and the Federal Bureau of Investigation (FBI) at risk.
2. **Scope:** This policy applies to all employees, contractors, temporary staff, and other workers at Washougal Police Department with access to CJI/CHRI systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits CJI/CHRI and classified and sensitive data that is owned or leased by Washougal Police Department.
3. **Policy :** When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit CJI/CHRI and classified and sensitive data shall be properly disposed of in accordance with measures established by Washougal Police Department. Physical media (hard copies, print-outs, and other similar items) shall be disposed of by placement in locked shredding bins for Iron Mountain Shredding to come on-site and shred, witnessed by agency personnel throughout the entire process. Electronic media (hard drives, diskettes, tape cartridges, CDs, ribbons and other similar items) shall be disposed of by one of the following methods:
 - (a) Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled. Our method of destruction is disassembly.
 - (b) Incineration witnessed by agency personnel at contractor incineration site.

Washougal Police Department

Washougal PD Policy Manual

Records Section

IT systems that have been used to process, store, or transmit CJI/CHRI and/or sensitive and classified information shall not be released from the Washougal Police Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

1. **Enforcement:** Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

802.11 PHYSICAL PROTECTION

1. **Purpose:** The purpose of this policy is to provide guidance for agency personnel, support personnel, and private contractors/vendors for the physical, logical, and electronic protection of Criminal Justice Information (CJI). All physical, logical, and electronic access must be properly documented, authorized and controlled on devices that store, process, or transmit unencrypted CJI. This Physical Protection Policy focuses on the appropriate access control methods needed to protect the full lifecycle of CJI from insider and outsider threats.
2. **Physically Secure Location:** A physically secure location is a facility, a criminal justice conveyance, or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems. The physically secure location is subject to criminal justice agency management control. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled, and secured.
3. **Visitors Access:** Visitor specifications need to be established per agency purview and approval. A visitor is defined as a person who visits the agency on a temporary basis who is not employed by the Washougal Police Department and has no unescorted access to the physically secure location within the agency where CJI and associated information systems are located.
 - Visitors must:
 1. Sign into the Washougal Police Department visitors' log and always be accompanied by an agency personnel escort at all times to include delivery or service personnel. An escort is defined as authorized personnel who accompany a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any CJI therein. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.
 2. Show a valid form of photo identification.
 3. Follow policy for unescorted access.
 - (a) Noncriminal Justice Agency (NCJA) like city or county IT who require frequent unescorted access to restricted area(s) will be required to establish a Management Control Agreement between the Washougal Police Department and NCJA. Each NCJA employee with CJI access will appropriately have state and national fingerprint-based record background checks prior to this restricted area access being granted.

Washougal Police Department

Washougal PD Policy Manual

Records Section

- (b) Private contractors/vendors who have unescorted access to restricted area(s) will be required to establish a Security Addendum with each private contractor personnel. Each private contractor personnel will appropriately have state and national fingerprint-based record background checks prior to this restricted area access being granted.
 - 4. Not be allowed to view screen information mitigating shoulder surfing.
 - 5. Be escorted to a public area of the facility when they do not have any legitimate business in a restricted area. Strangers in physically secure areas without an escort should be challenged.
 - 6. Not be allowed to sponsor another visitor.
 - 7. Not enter into a secure area with electronic devices unless approved by the Information Technology point of contact to include cameras and mobile devices. Photographs are not allowed without permission of the Washougal Police Department assigned personnel.
 - 8. Be referred to the proper agency point of contact for scheduling requests for tours. Visitor rules apply for each visitor within the group. The group leader will provide a list of names to front desk personnel for instances of emergency evacuation and accountability of each visitor while on agency premises.
4. **Authorized Physical Access:** Only authorized personnel will have access to physically secure non-public locations. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.
- All personnel that are not escorted with CJI physical and logical access must:
 - (a) Meet the minimum personnel screening requirements prior to CJI access.
 - (a) Agencies must conduct a state of residency and national fingerprint-based background checks for all agency personnel and IT personnel who have direct access to CJI and those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI prior to employment or assignment.
 - (b) Support personnel, private contractors/vendors, and custodial workers with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times.
 - (b) Complete Security Awareness Training
 - (a) All authorized Washougal Police Department and NCJA personnel, like city or county IT and private contractors/vendors, will receive

Washougal Police Department

Washougal PD Policy Manual

Records Section

Security Awareness Training prior to being granted duties that require CJI access and annually thereafter.

- (c) Be aware of who is in their secure area before accessing confidential data.
 - (a) Take appropriate action to protect all confidential data.
 - (b) Protect all terminal monitors with viewable CJI displayed on the monitor and not allow viewing by the public or escorted visitors.
- (d) Properly protect and not share any individually issued keys, proximity cards, computer account passwords, etc.
 - (a) Report loss of issued keys, proximity cards, etc. to authorized agency personnel.
 - (b) If the loss occurs after normal business hours, weekends or holidays, personnel are to call the Washougal Police Department POC to have authorized credentials like a proximity card de-activated and/or door locks possibly rekeyed.
 - (c) Safeguard and do not share passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), and all other facility and computer systems security access procedures.
- (e) Properly protect from viruses, worms, trojan horses, and other malicious code.
- (f) Web usage is prohibited.
- (g) Use of electronic media is allowed only by authorized personnel. Controls shall be in place to protect electronic media and printouts containing CJI while in transport. When CJI is physically moved from a secure location to a non-secure location, appropriate controls will prevent data compromise and/or unauthorized access.
- (h) If CJI is transmitted by email, the email must be encrypted and email recipient must be authorized to receive and view CJI.
- (i) Report any physical security incidents to the Washougal Police Department's IT POC to include facility access violations, loss of CJI, loss of laptops, thumb drives, CDs/DVDs and printouts containing CJI.
- (j) Properly release hard copy printouts of CJI only to authorized personnel in a secure envelope and shred or burn hard copy printouts when no longer needed. Information should be shared on a "need to know" basis.
- (k) Ensure data centers with CJI are physically and logically secure.
- (l) Keep appropriate agency security personnel informed when CJI access is no longer needed. In the event of ended employment, the individual must surrender all property and access managed by the local agency, state and/or federal agencies.

Washougal Police Department

Washougal PD Policy Manual

Records Section

- (m) Ensure the perimeter security door securely locks after entry or departure. Do not leave any perimeter door propped opened and take measures to prevent piggybacking entries.
- 5. **Penalties:** Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of ACCESS privileges, civil and criminal prosecution and/or termination. Violation by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

802.12 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

Records Maintenance and Release

803.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

803.2 POLICY

The Washougal Police Department is committed to providing public access to records in a manner that is consistent with the Washington Public Records Act (RCW 42.56.001 et seq.).

803.3 PUBLIC RECORDS OFFICER

The Chief of Police shall designate a Public Records Officer (RCW 42.56.580). The responsibilities of the Public Records Officer include but are not limited to:

- (a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.
- (b) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.
 - 1. Rules and procedures for public inspection and copying shall be prominently displayed and made available to the public for inspection and copying (RCW 42.56.040).
- (c) Maintaining and making available for public inspection and copying an index of documents that provides identifying information of certain documents identified in RCW 42.56.070 that are maintained by the Department.
- (d) Maintaining and updating the department records retention schedule including:
 - 1. Identifying the minimum length of time the Department must keep records.
 - 2. Identifying the department section responsible for the original record.
- (e) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (f) Ensuring a current list containing every law that exempts or prohibits disclosure of specific information or records of the Department is available to the public (RCW 42.56.070).
- (g) Establishing rules regarding the processing of subpoenas for the production of records.
- (h) Ensuring the availability of a current schedule of fees for public records as allowed by law (RCW 42.56.070; RCW 42.56.120; RCW 42.56.130).
- (i) Ensuring that the business hours for record inspection or copying are posted on the department's website and made known by other means designed to provide the public with notice (RCW 42.56.090).

Washougal Police Department

Washougal PD Policy Manual

Records Maintenance and Release

- (j) Ensuring that the name and contact information of the Public Records Officer is visible to the public, including the department website and appropriate department publications (RCW 42.56.580).

803.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Public Records Officer or the authorized designee.

803.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

- (a) The Department is not required to create records that do not exist.
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (c) Requests to inspect or copy records shall be responded to promptly. Within five business days of receiving the request, one of the following responses shall be made (RCW 42.56.520):
 - (a) Providing the record.
 - (b) Providing the internet address and link of the department website to the specific records requested.
 - (a) If the requester notifies the Department that access cannot be obtained through the internet, then copies of the record shall be provided or the requester may view the records on the department computer.
 - (c) Acknowledging the receipt of the request and providing a reasonable estimate of time the Department will require to respond to the request. Additional time may be required to respond based upon:
 - (a) The need to clarify the intent of the request.
 - (b) The need to locate and assemble the information requested.
 - (c) Notification to third persons or agencies affected by the request.
 - (d) Determination whether any of the information requested is exempt.
 - (d) Acknowledging the receipt of the request and asking the requester for clarification if the request is not clear and providing the requester a reasonable estimate of the time that will be needed to respond if the request is not clarified. If the requester does not respond, and the entire request is unclear,

Washougal Police Department

Washougal PD Policy Manual

Records Maintenance and Release

the Department need not respond. If only part of the request is unclear, the Department shall respond to those portions of the request that are clear.

803.4.2 DENIALS

- (a) The denial shall be accompanied by a written statement that includes the specific exemption and a brief explanation of how the exemption applies to the withheld record (RCW 42.56.210).
- (b) Requests that are denied are subject to judicial review and the burden of proof is on the Department to show that the records requested are exempt or prohibited in whole or part by statute (RCW 42.56.550).

803.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Personnel records that contain personal information to the extent that disclosure would violate privacy rights (RCW 42.56.230; RCW 42.56.250).
- (c) Specific intelligence and specific investigative records regarding the discipline of a member of any profession where nondisclosure is essential for effective law enforcement or for the protection of any person's right to privacy (RCW 42.56.240).
- (d) Victim and witness information revealing the identity of persons who file complaints if disclosure would endanger the person's life, physical safety, or property (RCW 42.56.240).
- (e) Child victim and witness identity information including name, address, recordings, and photographs (RCW 7.69A.030; RCW 42.56.240).
- (f) Concealed pistol license applications or information on the applications unless release is to law enforcement or corrections agencies under RCW 9.41.070.
- (g) Information revealing the specific descriptive details, identity, or contact information of a child victim of sexual assault or commercial sexual exploitation who is under age 18. Identifying information means the child victim's name, address, location, photograph, and in cases in which the child victim is a relative, stepchild, or stepsibling of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator. Contact information includes phone numbers, email addresses, social media profiles, and usernames and passwords (RCW 10.97.130; RCW 42.56.240).
- (h) Personal identifying information collected relating to local security alarm system programs and vacation crime watch programs (RCW 42.56.240).

Washougal Police Department

Washougal PD Policy Manual

Records Maintenance and Release

- (i) Certain criminal history record information as restricted by the Criminal Records Privacy Act (RCW 10.97.040 et seq.).
- (j) Traffic collision reports except for what is authorized by RCW 46.52.080 and RCW 46.52.083.
- (k) Preliminary drafts, notes, recommendations, or intra-agency memorandums in which opinions are expressed, or policies formulated, or recommended (RCW 42.56.280).
- (l) Records that are relevant to a controversy (threatened, actual, or completed litigation) to which the Department is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts (RCW 42.56.290).
- (m) Security records including but not limited to records relating to preparing and responding to criminal terrorist acts; vulnerability assessments and emergency and escape plans of secured facilities; information regarding infrastructure and security of computer and telecommunications networks; system security and emergency preparedness plans; and as further defined in RCW 42.56.420.
- (n) Global positioning system data that indicates the location of a member's residence or of a public employee or volunteer (RCW 42.56.240; RCW 42.56.250).
- (o) Information contained in a local, regional, or statewide gang database (RCW 42.56.240).
- (p) Body worn camera recordings that violate a person's right to privacy (RCW 42.56.240).
- (q) Personal identifying information, or information regarding citizenship or immigration status, of any victim of criminal activity or trafficking who is requesting certification for a U or T visa, except where allowed by law (RCW 7.98.020).
- (r) Personal identifying information about an individual's religious beliefs, practices, or affiliation (RCW 42.56.235).
- (s) Investigative records compiled by the Department regarding possible unfair practices of discrimination under RCW 49.60.010 et seq. or possible violation of other federal, state, or local laws or Washougal Police Department internal policies during an active and ongoing investigation (RCW 42.56.250).
 - 1. Records may be released upon completion of the investigation as allowed under RCW 42.56.250.
- (t) Any other information that may be appropriately denied by Washington law.

803.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Public Records Officer for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Washougal Police Department

Washougal PD Policy Manual

Records Maintenance and Release

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the Prosecuting Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

803.7 SECURITY BREACHES

Members who become aware that any Washougal Police Department system containing personal information may have been breached should notify the Public Records Officer as soon as practicable.

The Public Records Officer shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person (RCW 42.56.590).

Notice shall be given as soon as reasonably practicable but may be delayed if notification will impede a criminal investigation.

For the purposes of the notice requirement, personal information includes:

- (a) An individual's first name or first initial and last name in combination with any one or more of the following:
 - 1. Social Security number or the last four digits of the Social Security number
 - 2. Driver license number or Washington identification card number
 - 3. Full account number, credit or debit card number, or any required security code, access code, or password that would permit access to an individual's financial account
 - 4. Any data elements listed in RCW 42.56.590 (e.g., date of birth, health insurance policy number, biometric data, email address, password)
- (b) Any of the data elements listed above without the individual's first and last name if the data elements would enable a person to commit identity theft or if encryption, redaction, or other methods have not safeguarded the data element (RCW 42.56.590).

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Public Records Officer should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

803.8 EXPUNGEMENT

Expungement orders received by the Department shall be reviewed for appropriate action by the Public Records Officer. The Public Records Officer shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention

Washougal Police Department

Washougal PD Policy Manual

Records Maintenance and Release

or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist.

803.9 TRAINING

The Public Records Officer shall complete a training program consistent with the Attorney General's model rules within 90 days of assuming responsibilities for public records and complete refresher training as required (RCW 42.56.152).

Protected Information

804.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Washougal Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

804.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Washougal Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

804.2 POLICY

Members of the Washougal Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

804.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include but are not limited to:

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Licensing (DOL) records, and the Washington Crime Information Center (WACIC).
- (b) Developing, disseminating, and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy. See the Washougal Police Department CJIS Access, Maintenance, and Security Policy for additional guidance.
- (c) Developing, disseminating, and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release, and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.
- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

Washougal Police Department

Washougal PD Policy Manual

Protected Information

804.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Washougal Police Department policy, or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution. See the CJIS Access, Maintenance, and Security Policy for additional guidance.

804.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess criminal history record information without authorization by Washington law (RCW 10.97.120).

Divulging the content of any criminal record to anyone other than authorized personnel is a violation of the Standards of Conduct Policy.

Employees who obtain, or attempt to obtain, information from the department files other than that to which they are entitled in accordance with their official duties is a violation of the Standards of Conduct Policy.

804.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know (RCW 10.97.050).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Lead Administrative Assistant for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

Washougal Police Department

Washougal PD Policy Manual

Protected Information

804.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

An individual may review his/her criminal history record information held by this department after complying with established department requirements as authorized by RCW 10.97.080.

804.6 RELIGIOUS AFFILIATION DISCLOSURE

Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any government program compiling data on individuals based on religious belief, practice, affiliation, national origin, or ethnicity (RCW 42.60.020).

804.7 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include but are not limited to (see the CJIS Access, Maintenance, and Security Policy for additional guidance):

- (a) Developing and maintaining security practices, procedures, and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis, and containment of security incidents, including computer attacks.
- (d) Tracking, documenting, and reporting all breach of security incidents to the Chief of Police and appropriate authorities (RCW 19.255.010; RCW 42.56.590).

804.7.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk, in or on an unattended vehicle, in an unlocked desk drawer or file cabinet, on an unattended computer terminal).

804.7.2 REPORTING OF SECURITY EVENTS

Washougal Police Department shall promptly report incident information to the ACCESS Information Security Officer (ISO) by email to ACCESS@wsp.wa.gov using the FBI Security Incident Reporting Form available on the ACCESS webpage: https://wsp.wa.gov/wp-content/uploads/2023/12/230011_ACCESS_CJIS_Security_Incident_Report_R_6-23.pdf to any authorities appropriate to the local agency.

Security events, including identified weaknesses associated with the event, shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of

Washougal Police Department

Washougal PD Policy Manual

Protected Information

event and weakness that might have an impact on the security of agency assets and are required to report any security events and weaknesses as quickly as possible to the designated point of contact.

804.8 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Animal Control

805.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

805.2 POLICY

It is the policy of the Washougal Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

805.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control and include the following:

- (a) Animal-related matters during periods when Animal Control is available.
- (b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.
- (c) Follow-up on animal-related calls, such as locating owners of injured animals.

805.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to public safety.
- (b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
 - (a) This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow them to properly care for the animal.
 - (b) With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.

Washougal Police Department

Washougal PD Policy Manual

Animal Control

- (c) If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

805.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to cruelty to animals should be enforced, including but not limited to RCW 9.08.070 (cruelty to pets), RCW 16.52.117 (animal fighting), RCW 16.52.205 and RCW 16.52.207 (animal cruelty), and RCW 16.52.320 (cruelty to livestock).

- (a) An investigation should be conducted on all reports of animal cruelty.
- (b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.
- (c) Any determination of abandonment of an animal must be based on probable cause (RCW 16.52.100).

805.5.1 REMOVAL OF ANIMALS

An officer who has probable cause to believe that an animal is subject to cruelty may obtain a warrant for removal of the animal.

If an animal is in imminent danger or has a serious physical injury or illness, a warrant need not be obtained before providing emergency aid to or seizing the animal (RCW 16.52.085). The officer shall take the seized animal to a licensed veterinarian for medical assessment and treatment, then transfer custody to Animal Control, animal foster care, or a nonprofit animal care facility (RCW 16.52.085).

When an animal is removed, written notice shall be provided to the owner within 72 hours of removal and shall include (RCW 16.52.085):

- (a) The contact information of the Washougal Police Department.
- (b) A description of the animal seized.
- (c) The authority and purpose for the seizure.
- (d) The time, place, and circumstances of the seizure.
- (e) A statement that the owner is responsible for the cost of care and will be required to post a bond with the county district court clerk within 14 calendar days of seizure or the animal will be deemed abandoned and forfeited.
- (f) The legal remedies available to the owner.

The notice shall be given by posting at the place of the seizure, by personal delivery to the last known or suspected owner or a person residing at the place of seizure, or by registered mail if the owner is known (RCW 16.52.085).

805.5.2 ANIMALS EXPOSED TO EXCESSIVE HEAT OR COLD, LACK OF VENTILATION OR LACK OF NECESSARY WATER

Officers may, in exigent circumstances, enter a vehicle or enclosed space other than a residence to save the life of an animal suffering harm from exposure to excessive heat or cold or lack of

Washougal Police Department

Washougal PD Policy Manual

Animal Control

necessary ventilation or water when there is no person present in the immediate area who has access to the vehicle or enclosed space and is willing to immediately remove the animal (RCW 16.52.340).

In all other cases, a court order should be obtained when necessary to enter a vehicle or structure to protect the life of an animal.

805.5.3 ANIMALS CONFINED WITHOUT FOOD AND WATER

Officers may enter a property, building, dwelling, or vehicle to provide a confined animal necessary food and water where it appears that the animal may be without necessary food or water for 24 consecutive hours if there is probable cause to believe the animal's health or life is in imminent danger. If an officer determines that it is extremely difficult to supply the confined animal with food and water, the animal may be removed to protective custody (RCW 16.52.100).

805.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify the owner and, once identified, notify the owner of the quarantine requirements and final disposition of the animal. If an owner is not located, the animal will be quarantined at the City's designated shelter. Any victim of a dog bite will be notified of the quarantine results.

805.6.1 ANIMAL QUARANTINE

Animals subject to quarantine shall be held for a minimum of 10 days, with the period extended if the Animal Control Officer determines additional observation is necessary. Approved quarantine locations are:

- (a) The City's designated shelter.
- (b) In the owner's home (in-home), if approved by Animal Control.

In-home quarantine will only be allowed if the following conditions are met:

- (a) The animal must be kept indoors, with no contact with other animals, and only permitted to interact with members of the same household.
- (b) The owner must provide proof of current rabies vaccination.
- (c) When escorted outside for relief, the animal must be leashed and remain within the owner's yard under physical control at all times.
- (d) Any change in the animal's behavior must be immediately reported to Animal Control.
- (e) Animal Control Officers must be granted access to the animal as necessary to monitor its health and welfare.
- (f) The quarantine period shall only conclude upon official release by Animal Control.

A quarantine form shall be completed and must include:

- (a) Start Period: Date and time of the bite or incident.

Washougal Police Department

Washougal PD Policy Manual

Animal Control

- (b) End Period: No earlier than 10 days from the date of the incident.
- (c) Owner Information: Name and contact details for the animal's owner.

805.7 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the city's designated shelter.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

805.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the on-duty supervisor will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

805.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

805.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be removed, sealed in a plastic bag, and properly disposed of by the responding member.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

805.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

805.12 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal should only be euthanized with the approval of a supervisor and whenever possible, in consultation with a licensed veterinarian and the owner of the animal (RCW 16.52.210).

805.13 WILDLIFE

The Washington Department of Fish and Wildlife (WDFW) has formally requested the assistance of the Washougal Police Department in managing nuisance wildlife within city limits. In accordance with RCW 77.15.250 and RCW 77.15.290, the relocation of nuisance wildlife is prohibited due to the risk of spreading disease and the potential reintroduction of problematic animals into

Washougal Police Department

Washougal PD Policy Manual

Animal Control

new environments. In compliance with this directive, officers may assist in the humane capture, euthanasia, and proper disposal of nuisance wildlife.

805.14 HOLIDAY SCHEDULE

Animal Control Officers are authorized to observe all recognized federal holidays. However, the Chief of Police has designated July 4th as a mandatory staffing date for Animal Control operations due to increased service demands. To ensure fairness, this mandatory assignment shall rotate annually between Animal Control Officers based on odd and even calendar years. For example, one officer will be scheduled to work July 4th during odd-numbered years, and the other during even-numbered years, unless otherwise approved by the Chief of Police.

Law Enforcement Information Exchange (LInX) Northwest Program

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for participation in the Law Enforcement Information Exchange (LInX) Northwest system. This includes provisions for the physical and digital security of the system, proper use and access to LInX data, and procedures for the lawful and appropriate sharing of information obtained through LInX.

806.2 POLICY

The LInX Northwest system is a law enforcement information sharing partnership involving local, state, and federal law enforcement agencies throughout the Pacific Northwest. The system was developed to improve public safety, solve crimes, and prevent terrorism. LInX is a collaborative partnership built on mutual trust. To maintain this trust, all participating agencies and users must strictly adhere to the rules, procedures, and agreements governing LInX access and use.

Violations of this policy may result in sanctions against the individual user and/or the user's agency.

806.3 DEPARTMENT RESPONSIBILITIES

Each contributing agency to the LInX Northwest program shall provide relevant information into the system and agrees to permit access, dissemination, and/or use of such information by every other contributing agency.

A Washougal Police Department (WPD) LInX administrator will conduct an annual audit to assure compliance with LInX system requirements.

806.3.1 INFORMATION ACCESSIBILITY AND SECURITY

Information obtained through LInX is considered Criminal Justice Information System (CJIS) information and shall be treated with the same security measures outlined in the Protected Information and ACCESS Policies. The following measures, which are specific to LInX, shall also apply:

- (a) A user may only access LInX when they have a legitimate, official law enforcement purpose and after completing LInX training.
- (b) Information in the system shall not be disseminated outside of an accessing party without first obtaining express permission of each party that contributed the information in question. LInX users wishing to use information in LInX for the preparation of judicial process (e.g., affidavits, warrants, subpoenas) must contact the originating agency for an official copy of the report rather than printing and using the LInX entry.
- (c) Printing copies from LInX is highly restricted. Users may only retain printed copies temporarily and shall not place them in official files or submit them to a court. Printed copies must be destroyed or shredded. Copies may not be made for non-participating agencies.

Washougal Police Department

Washougal PD Policy Manual

Law Enforcement Information Exchange (LInX) Northwest Program

- (d) Any request for LInX records by someone other than a LInX agency member must be referred to the originating agency. Participating agencies may not release another agency's reports or information. Even when an agency receives an official request for disclosure, LInX agencies agree to refer such requests to the originating agency of the report or information.
- (e) Only pertinent information obtained through LInX and directly related to an active investigation should be referenced in reports. Irrelevant or non-essential information should not be documented.
- (f) Each agency retains ownership, responsibility, and control over the content it contributes to LInX and may update, correct, or delete the information at any time.

806.4 SECURITY MEASURES

The Washougal Police Department has adopted the following security measures to ensure compliance with CJIS and LInX requirements and to prevent unauthorized access.

806.4.1 SYSTEM SECURITY

Contributing agencies must access LInX through a secure internet connection and are responsible for maintaining their own secure connectivity.

Department personnel may only access the LInX system from secure terminals located within the department or in a patrol vehicle. Acceptable devices include department-issued desktops, laptops, Mobile Data Computers (MDCs), or approved wireless devices.

Accessing LInX from any unauthorized device or location is strictly prohibited.

806.5 TRAINING

Only officers who are ACCESS certified and have completed the approved LInX training may access the LInX Northwest system. Any updated training requirements will be coordinated through the department's LInX administrator.

CJIS Access, Maintenance, and Security

807.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use, maintenance, and security of department systems that access Criminal Justice Information.

807.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal Justice Information (CJI) - Data provided by FBI Criminal Justice Information Services (CJIS) that is necessary for law enforcement agencies to perform their mission and enforce the laws (e.g., biometric, identity history, person, organization, case/incident history data).

Security incident - Any incident that compromises the security of CJI or systems that access CJI. Examples include but are not limited to unauthorized use of legitimate code or credentials within department systems, email communications that contain malicious code, data breaches, signaling to external systems, and unauthorized exporting of information.

807.2 POLICY

It is the policy of the Washougal Police Department to maintain the security, confidentiality, and integrity of its information systems that access CJI by collaborating with appropriate state and federal agencies to implement the applicable established protocols.

807.3 CJIS COORDINATOR

The CJIS coordinator is the Senior Administrative Assistant. Both the CJIS Coordinator and the Information Technology (IT) Manager for the City of Washougal are responsible for the Washougal Police Department's adherence to FBI CJIS Security Policy requirements.

The CJIS coordinator and the IT Manager shall establish procedures necessary to govern the department's use, maintenance, and security of systems that access CJI as described in this policy.

807.3.1 CJIS COORDINATOR AND IT MANAGER RESPONSIBILITIES

The responsibilities of both the CJIS coordinator and IT Manager include but are not limited to:

- (a) Coordinating with others, such as the information technology or legal departments, as appropriate, to maintain department compliance with FBI CJIS Security Policy requirements and the Washington State Patrol Criminal Records Division.
- (b) Managing member accounts with access to CJI, including:
 - 1. Creating, enabling, modifying, disabling, and removing member accounts in accordance with this policy and the FBI CJIS Security Policy.
 - 2. Configuring member accounts in accordance with federal and state requirements (e.g., limiting unsuccessful login attempts).
 - 3. Reviewing member accounts for compliance with legal and policy requirements at least annually.

Washougal Police Department

Washougal PD Policy Manual

CJIS Access, Maintenance, and Security

- (c) Working with Clark County Information Technology to ensure the maintenance, repair, and replacement of CJI systems and system components in accordance with manufacturer or vendor specifications and/or department requirements, including:
 - 1. Maintaining a list of organizations and personnel approved by the Chief of Police to perform maintenance on CJI systems.
 - 2. Approving, scheduling, documenting, and monitoring all maintenance and diagnostic activities, whether performed on-site, remotely, or off-site, and maintaining records.
 - 3. Verifying that non-escorted personnel performing maintenance on any CJI system or terminal possess the required access authorizations, and designating members who have the required access authorizations and technical competence to supervise the maintenance activities of personnel who do not possess the required access authorizations.
 - 4. Maintaining records for all system maintenance and diagnostic activities.
- (d) Implementing and carrying out the department Incident Response Plan, including:
 - 1. Tracking and documenting all suspected or actual security incidents related to CJI in an appropriate manner.
 - 2. Directing annual testing of the department's information security incident response capabilities using tabletop or walk-through exercises, simulations, or other types of testing.
 - 3. Making the appropriate notifications outside of the Department (see the Records Maintenance and Release Policy for additional guidance).
 - 4. Providing information on security incidents to any third-party software developers or vendors as appropriate.
- (e) Protecting digital and non-digital media that contain CJI, including physical security, transportation, destruction/sanitization, and documentation requirements.
- (f) Developing and updating department information security and privacy literacy training and incident response training as required by policy.
- (g) Maintaining audit records in accordance with the established records retention schedule, but in no event for less than one year.
- (h) Managing the development, documentation, and dissemination of procedures for the following:
 - 1. Awareness and training
 - 2. Incident response
 - 3. Audit and accountability
 - 4. Access control
 - 5. Identification and authentication
 - 6. Configuration management

Washougal Police Department

Washougal PD Policy Manual

CJIS Access, Maintenance, and Security

7. Media protection
 8. Physical and environmental protection
 9. System and communications protection
 10. System and information integrity
 11. Maintenance
 12. Security and privacy planning
 13. Contingency planning
 14. Risk assessment
- (i) Reviewing this policy and related procedures as required by the FBI CJIS Security Policy and proposing updates as needed to the Chief of Police.

The responsibilities of the IT Manager for the City of Washougal include but are not limited to:

- (a) Monitoring department systems that have access to CJI to ensure compliance with applicable laws and this policy; developing processes to detect, identify, and correct flaws in software and firmware; and conducting security updates as necessary.
- (b) Providing for the security of hardware that includes provisions for the following:
 1. How hardware is to be brought into and taken out of department facilities
 2. Physical security of hardware within department facilities
 3. Physical security of areas containing network connections and transmission lines, including monitored access

807.4 MEMBER RESPONSIBILITIES

All members of the Department shall be committed to detecting information security incidents and making the appropriate notifications.

Any member who suspects that there may have been unauthorized access, disclosure, or other compromise of CJI shall report their suspicions in accordance with the Incident Response Plan within one hour of the discovery.

Personally owned devices or systems and publicly accessible systems shall not be used to access, process, store, or transmit CJI.

807.5 SUPERVISOR RESPONSIBILITIES

Supervisors shall notify the CJIS coordinator when the account access of a member they supervise needs to be modified, disabled, or removed for any reason, such as resignation, termination, or change of duties.

807.6 MEMBER ACCOUNTS

Department accounts used to access CJI shall only be created upon approval of the Chief of Police or the authorized designee.

Washougal Police Department

Washougal PD Policy Manual

CJIS Access, Maintenance, and Security

Member accounts shall be disabled within one week of any of the following:

- (a) The account has expired.
- (b) The account is no longer associated with a member.
- (c) The account is found to be in violation of this policy.
- (d) The account has been inactive for 90 calendar days.

If any threat to the confidentiality, integrity, or availability of CJI related to a specific member account is detected, the CJIS coordinator or designated member shall disable the account within 30 minutes of the discovery.

807.6.1 ACCESS AUTHORIZATION

IT will authorize access for systems transmitting, receiving, using, or storing CJI shall be based on the principle of least privilege as follows:

- (a) Members shall only be granted access authorizations that are necessary to accomplish assigned department tasks.
- (b) Accounts with security privileges shall only be authorized for members with an operational need for the privileges. Privileged functions shall be logged as they are executed.
- (c) Non-privileged members shall not be allowed to execute privileged functions.

807.6.2 ACCOUNT REVIEW ACTIVITIES

At least annually, the CJIS coordinator shall review member accounts for compliance with policy and applicable laws. The CJIS coordinator shall validate account privileges and remove or reassign them as necessary to accurately reflect the department mission and law enforcement needs.

807.7 MEDIA PROTECTION

Access to media containing CJI shall be restricted to authorized members and stored within physically secured locations or controlled areas, in accordance with the FBI CJIS Security Policy.

Digital media (e.g., flash drives, external or removable hard disk drives, compact discs) containing CJI shall be encrypted. Personally owned digital media devices or digital media devices with no identifiable owner shall not be used on department systems that store, process, or transmit CJI.

Non-digital media (e.g., paper files, printed pages, microfilm) containing CJI should be enclosed in an opaque folder or container if they are to be transported outside of physically secure locations or controlled areas. Media containing CJI shall not be left unattended outside of a physically secure location.

Transportation and transfers of media containing CJI shall be documented.

807.7.1 MEDIA DISPOSAL AND RELEASE

Digital media containing CJI shall be overwritten at least three times or degaussed (i.e., erased) prior to being disposed of, released from department control, or released for reuse. Inoperable

Washougal Police Department

Washougal PD Policy Manual

CJIS Access, Maintenance, and Security

digital media devices, such as hard drives or solid-state drives that cannot be accessed to overwrite the data, shall be physically destroyed. When non-digital media is no longer needed for investigative or security purposes, it shall be destroyed by crosscut shredding or incineration.

807.8 SYSTEM AND INFORMATION INTEGRITY

IT shall protect the integrity of department CJI systems through the implementation of appropriate controls such as:

- (a) Flaw remediation.
- (b) System monitoring.
- (c) Security alerts, advisories, and directives.
- (d) Software, firmware, and information integrity controls.
- (e) Spam protection.

807.9 INCIDENT RESPONSE PLAN

807.9.1 PURPOSE

This Incident Response Plan defines the process for detecting, reporting, responding to, and recovering from cybersecurity incidents affecting the City of Washougal, including systems and data covered under the FBI Criminal Justice Information Services (CJIS) Security Policy.

807.9.2 SCOPE

This Incident Response Plan applies to:

- All city employees, contractors, elected officials, and third-party vendors.
- All city-owned or managed systems, networks, and devices, including those processing Criminal Justice Information (CJI).
- All types of incidents, including:
 - Unauthorized access to systems or CJI
 - Ransomware/malware
 - Data breaches
 - Phishing and social engineering attacks
 - Denial-of-Service (DoS/DDoS) attacks
 - Compromise of public safety systems, Supervisory Control and Data Acquisition (SCADA), or other critical infrastructure

807.9.3 INCIDENT RESPONSE PLAN DEFINITIONS

Definitions specific to this Incident Response Plan include:

CJIS incident - Any event that could result in unauthorized access, disclosure, modification, or destruction of CJI.

CJIS Systems Agency (CSA) - The state agency responsible for managing CJIS compliance.

Washougal Police Department

Washougal PD Policy Manual

CJIS Access, Maintenance, and Security

Criminal Justice Information (CJI) - Data collected by criminal justice agencies necessary for law enforcement operations, including biometric, identity history, case/incident history, and other sensitive law enforcement data.

CSA Local Agency Security Officer (LASO)/Information Security Officer (ISO) - The designated individual responsible for CJIS security within the city's police department.

807.9.4 ROLES AND RESPONSIBILITIES

Chief Information Security Officer (CISO)/IT Manager:

- Leads the city's incident response and ensures coordination with CJIS ISO for any CJI-related incident.

CJIS LASO/ISO:

- Acts as liaison with the state CSA.
- Ensures CJIS-specific incident handling procedures are followed.
- Notifies CSA within no more than 4 hours of detecting a CJIS incident (per CJIS Policy 5.3.2).

Incident Response Team (IRT):

- Includes IT Security, Legal, Communications, Police Department IT, and affected department heads.
- Coordinates response, evidence collection, and remediation.

Department Heads:

- Ensure staff promptly report incidents.

All Employees and Contractors:

- Must report suspected incidents immediately (within 30 minutes) to the IT Security team or CJIS ISO if CJI is involved.

807.9.5 INCIDENT CLASSIFICATION LEVELS

Low	Minimal impact, quickly contained	Malware detected and removed with no data loss
Medium	Limited disruption, minor data exposure	Single account compromise, minor CJI exposure
High	Significant disruption or confirmed CJI compromise	Ransomware impacting multiple city systems or a single police system
Critical	Citywide disruption, large-scale CJI/data breach	SCADA compromise affecting public safety

807.9.6 INCIDENT RESPONSE PROCESS

Phase 1 – Identification

- Detect incidents via monitoring tools, user reports, or alerts.

Washougal Police Department

Washougal PD Policy Manual

CJIS Access, Maintenance, and Security

- Log incidents in the city's incident management system.
- If CJI is involved, immediately notify CJIS ISO.

Phase 2 – Containment

- Isolate affected systems from networks.
- Disable compromised accounts.
- For CJIS systems, follow CJIS Policy 5.3.2 for rapid containment and notification to CSA.

Phase 3 – Eradication

- Remove malicious code or unauthorized accounts.
- Apply patches and hardening measures.

Phase 4 – Recovery

- Restore systems from clean, verified backups.
- For CJI systems, ensure validation by CJIS ISO before reconnecting to CJIS network.

Phase 5 – Post-Incident Review

- Complete a written after-action report within 10 business days.
- For CJIS incidents, submit required documentation to CSA.

807.9.7 COMMUNICATION AND NOTIFICATION

Citywide Incidents: Notify CISO, department heads, and City Leadership.

CJIS Incidents: Notify CJIS ISO immediately; the CJIS ISO must notify CSA within 4 hours of discovery.

Law Enforcement: Contact as appropriate for criminal activity.

Public Communication: Managed by the City Communications Office, coordinated with law enforcement if CJI is involved.

807.9.8 EVIDENCE PRESERVATION

- Preserve logs, screenshots, and forensic images.
- Maintain chain of custody for all evidence (CJIS Policy 5.3.1).
- Store evidence in secure, access-controlled facilities.

807.9.9 TRAINING AND DRILLS

The CJIS coordinator and/or IT Manager may conduct annual citywide incident response training, specialized CJIS incident handling training for all personnel with CJI access, CJIS tabletop exercises, and live simulations.

Washougal Police Department

Washougal PD Policy Manual

CJIS Access, Maintenance, and Security

807.9.10 ENFORCEMENT

Violations of this policy, especially mishandling CJI, may result in disciplinary action, loss of CJIS access, termination, and legal prosecution.

807.9.11 REVIEW AND UPDATES

This Incident Response Plan will be reviewed annually, and after any major incident, by the CISO and CJIS ISO to ensure alignment with the latest CJIS Security Policy requirements.

807.10 SECURITY AWARENESS TRAINING

Members with physical or electronic access to CJI or CJI systems shall complete security awareness training appropriate to their assigned roles and responsibilities and shall certify their understanding by signing a formal Security Awareness Training Acknowledgement. Training shall include information security and privacy literacy training, security incident response training, and a review of this policy and related procedures.

Security awareness training shall be completed prior to accessing any CJI data or system and at least annually thereafter. Additional training shall be completed as required following any changes to CJI systems and for any member involved in a security incident within 30 days of the event.

Individual training records shall be maintained in accordance with the established records retention schedule, but in no event for less than three years.

The department's CJIS training shall be reviewed for any necessary updates or changes annually and following any security incident or change in a CJI system or the FBI CJIS Security Policy.

807.11 SANCTIONS

Failure to adhere to policies and procedures pertaining to CJI shall result in disciplinary action, up to and including termination. Misuse of or failure to secure CJI may also result in temporary or permanent restrictions in the use of CJI. Intentional misuse of CJI may also be prosecutable under applicable laws.

Chapter 9 - Custody

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Washougal Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

Additional guidance for transferring persons in custody to another facility or court is provided in the Transporting Persons in Custody Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Washougal Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Washougal Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Washougal Police Department, but should be transported to a jail facility, a medical facility, or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision, or medication while in temporary custody.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Adults

- (c) Any individual who is seriously injured.
- (d) Individuals who are a suspected suicide risk (see the Emergency Detentions Policy).
 - (a) If the officer taking custody of an individual believes that they may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance, or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to their health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION OF TEMPORARY CUSTODIES

A Department member shall monitor an individual held in temporary custody at all times either in person or by audio/video. The member responsible for monitoring should not have other duties that could unreasonably conflict with their monitoring of the prisoner. Any individual in custody must be able to summon a department member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

If possible, at least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility as soon as possible or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

- (a) Authorized members entering for official business purposes.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Adults

- (b) Emergency medical personnel when necessary.
- (c) Any other person authorized by the on-duty supervisor.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate them for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, they shall be transported to the appropriate jail or the appropriate mental health facility.

The officer should promptly notify the on-duty supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The on-duty supervisor shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

900.4.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall:

- (a) Advise the on-duty supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
- (b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:
 - 1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
 - 2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
 - (a) Continuous, direct sight and sound supervision.
 - (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
 - 3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
 - 4. Ensure males and females are separated by sight and sound when in cells.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Adults

5. Ensure restrained individuals are not placed in cells with unrestrained individuals.
- (c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
- (d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.5 SAFETY, HEALTH, AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Washougal Police Department, the custody shall be promptly and properly documented in a custody log, including:

- (a) Identifying information about the individual, including their name.
- (b) Date and time of arrival at the Department.
- (c) Any charges for which the individual is in temporary custody and any case number.
- (d) Officer's PSN.
- (e) Cell number the individual was held in.
- (f) Time of all safety checks.
- (g) Date and time of release from the Washougal Police Department.

Sergeants shall check the log daily and also make periodic checks of the log to ensure all log entries and safety/security checks are being made and made on time.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are noted on the log.
- (b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There is reasonable access to toilets and wash basins.
- (d) There is reasonable access to a drinking fountain or water.
- (e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (f) There is privacy during attorney visits.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Adults

- (g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A employee should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, they will be accompanied by, or followed by, an officer.

Those who require medication while in temporary custody should not be at the Washougal Police Department. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to their health or safety.

Whenever a prosthetic or orthopedic appliance is removed, a supervisor shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.5 TELEPHONE CALLS

Every individual in temporary custody should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at their own expense.
 - 1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Adults

- (b) The individual should be given sufficient time to contact whomever they desire and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
- (a) Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use their judgment in determining the duration of the calls.
- (c) Calls between an individual in temporary custody and their attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.7 SECURITY MEASURES

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.8 NONDISCRIMINATION

The Washougal Police Department shall not deny services, benefits, privileges, or opportunities to individuals in custody on the basis of national origin, citizenship, or immigration status, or on the basis of the existence of an immigration detainer, hold, notification request, or civil immigration warrant, except as required by law (RCW 49.60.030; RCW 10.93.160).

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg restraints, generally should not be used for individuals in temporary custody at the Washougal Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Adults

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, their items of personal property shall be compared with the inventory, and they shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

A supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding their property. The supervisor shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when they are released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

- (a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.
- (b) The individual shall constantly be monitored by an audio/video system during the entire custody.
- (c) The individual shall have constant auditory access to department members.
- (d) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (e) Safety checks by department members shall occur no less than every 15 minutes.
 - (a) Safety checks should be at varying times.
 - (b) All safety checks shall be logged.
 - (c) The safety check should involve questioning the individual as to their well-being.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Adults

- (d) Individuals who are sleeping or apparently sleeping should be awakened.
- (e) Requests or concerns of the individual should be logged.

900.9 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Operations Captain will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Washougal Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of Detectives and the Chief of Police through the chain of command.
- (c) Notification of the spouse, next of kin or other appropriate person.
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the City Attorney.
- (f) Notification of the Medical Examiner.
- (g) Evidence preservation.

900.10 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms, and logs have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed that the correct individual is being released or transported.
- (d) All property, except evidence, contraband, or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of property, warrant copies).
- (f) The individual is not permitted in any nonpublic areas of the Washougal Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if the individual is being sent to another facility.
- (h) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with the person's personal needs as reasonable.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Adults

900.11 ASSIGNED ADMINISTRATOR

The Administrative Captain will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

- (a) General security
- (b) Key control
- (c) Sanitation and maintenance
- (d) Emergency medical treatment
- (e) Escapes
- (f) Evacuation plans
- (g) Fire and life-safety
- (h) Disaster plans
- (i) Building and safety code compliance

900.12 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures.

Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Washougal Police Department (34 USC § 11133).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for their own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for their protection, or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or a juvenile who has violated RCW 9.41.040(2)(a) by possessing a handgun (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Juveniles

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.2 POLICY

The Washougal Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Washougal Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Washougal Police Department:

- (a) Unconscious
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated
- (e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

These juveniles should not be held at the Washougal Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed.

901.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Washougal Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Washougal Police Department without authorization of the arresting officer's supervisor or the Patrol Sergeant. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult or transferred to a juvenile custody facility or to other authority as soon

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Juveniles

as practicable and in no event shall a juvenile be held beyond six hours from the time of their entry into the Department (34 USC § 11133; RCW 13.04.116(b)).

901.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Washougal Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133; RCW 43.185C.260).

901.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Washougal Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, juvenile offenders may be taken into custody under the following circumstances (RCW 13.40.040(1)):

- (a) Pursuant to a court order.
- (b) Without a court order, by an officer if grounds exist for the arrest of an adult in identical circumstances.
- (c) When their parole has been suspended.

901.4.4 LIMITATIONS ON RELEASE OF JUVENILE OFFENDERS

Juveniles should be referred to the appropriate juvenile authority and not released to a parent or guardian when there is probable cause to believe the juvenile (RCW 13.40.040(2)):

- (a) Will likely fail to appear for further proceedings.
- (b) Needs protection from themselves.
- (c) Is a threat to community safety.
- (d) Will intimidate witnesses or otherwise unlawfully interfere with the administration of justice.
- (e) Has committed a crime while another case was pending.
- (f) Is a fugitive from justice.
- (g) Has had their parole suspended or modified.
- (h) Is a material witness.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Juveniles

901.4.5 VICTIMS OF SEXUAL EXPLOITATION

An officer may take a juvenile into custody to investigate possible sexual exploitation when the officer reasonably believes the juvenile is attempting to engage in sexual conduct for money or anything of value (RCW 43.185C.260).

In these cases, the officer should transport the juvenile to an authorized evaluation and treatment facility in coordination with a community service provider (RCW 43.185C.260) (see the Child Abuse Policy for any mandatory notification requirements).

901.5 ADVISEMENTS

When a juvenile offender is taken into custody, the officer should, as soon as practicable, notify the juvenile's parent, guardian, or a responsible relative that the juvenile is in custody.

Juveniles taken into custody should be advised the reason for the custody (RCW 43.185C.265).

901.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

- (a) Identifying information about the juvenile being held.
- (b) Date and time of arrival and release from the Washougal Police Department.
- (c) Patrol Sergeant notification and approval to temporarily hold the juvenile.
- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
- (e) Any changes in status.
- (f) Time of all welfare checks.
- (g) Any medical and other screening requested and completed.
- (h) Circumstances that justify any secure custody.
- (i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

Shift Sergeants shall monitor the log daily to ensure all log entries and safety and security checks are made on time.

901.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Washougal Police Department shall maintain a constant, immediate presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Juveniles

901.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Washougal Police Department shall ensure the following:

- (a) The Patrol Sergeant should be notified if it is anticipated that a juvenile may need to remain at the Washougal Police Department more than four hours. This will enable the Patrol Sergeant to ensure no juvenile is held at the Washougal Police Department more than six hours.
- (b) Welfare checks and significant incidents/activities are noted on the log.
- (c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
 - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (d) A member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (e) There is reasonable access to toilets and wash basins.
- (f) There is reasonable access to a drinking fountain or water.
- (g) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (i) There is privacy during family, guardian, and/or attorney visits.
- (j) Juveniles are generally permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.
- (m) Adequate furnishings are available, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in custody (see the Temporary Custody of Adults Policy).
- (o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Juveniles

901.9 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

901.10 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Washougal Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of a supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

901.10.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.11 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

901.12 SECURE CUSTODY

Only juvenile offenders 14 years and older may be placed in secure custody at the Washougal Police Department.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to themselves or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Juveniles

901.12.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

- (a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.
- (b) Juveniles shall have constant auditory access to department members.
- (c) Initial placement into and removal from a locked enclosure shall be logged.
- (d) Random personal visual checks of the juvenile by a staff member, no less than every 15 minutes, shall occur.
 - 1. All checks shall be logged.
 - 2. The check should involve questioning the juvenile as to their well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
 - 3. Requests or concerns of the juvenile should be logged.
- (e) Males and females shall not be placed in the same locked room.
- (f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

901.13 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE

The Operations Captain will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Washougal Police Department. The procedures will address:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the on-duty supervisor, Chief of Police and Detectives supervisor.
- (c) Notification of the parent, guardian or person standing in loco parentis, of the juvenile.
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the City Attorney.
- (f) Notification of the Medical Examiner.
- (g) Notification of the juvenile court.
- (h) Evidence preservation.

901.14 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Juveniles

Prior to conducting a custodial interrogation, including the waiver of *Miranda* rights, an officer shall permit a juvenile 17 years of age or younger to consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (RCW 13.40.740):

- (a) There is a belief that the juvenile is a victim of trafficking as defined by RCW 9A.40.100.
- (b) Information is necessary to protect an individual's life from an imminent threat.
- (c) A delay to allow legal consultation would impede the protection of an individual's life from imminent threat.
- (d) The questions are limited to what is reasonably expected to obtain the information necessary to protect an individual's life from an imminent threat.

After a consultation, any assertion of constitutional rights by the juvenile through legal counsel must be treated as though it came from the juvenile. The waiver of any constitutional rights of the juvenile may only be made according to the requirements of RCW 13.40.140 (judicial rights) (RCW 13.40.740).

901.14.1 RECORDING OF INTERVIEWS OR INTERROGATIONS

Interrogations or interviews of juvenile suspects shall be recorded when conducted at a place of detention (RCW 10.122.020; RCW 10.122.030). See the Investigation and Prosecution Policy for specific recording requirements.

901.15 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

A juvenile offender may be photographed and fingerprinted as provided by RCW 43.43.735.

901.16 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Officers of this department shall not divulge any information regarding juveniles in situations where they are uncertain of the legal authority to do so.

901.16.1 RELEASE OF INFORMATION PURSUANT TO WASHINGTON LAW

Juvenile records are confidential and may be released only as provided in RCW 13.50.010 and RCW 13.50.050:

- (a) Information may be released to other participants in the juvenile justice or care system only when an investigation or case involving the juvenile is being pursued by the other participant, or when that other participant is assigned the responsibility for supervising the juvenile.
- (b) Information not in the juvenile court file that could not reasonably be expected to identify the juvenile or the juvenile's family may be released.
- (c) Following the decision to arrest, information about an investigation, diversion or prosecution of a juvenile, including an incident report, may be released to the school in which the juvenile is enrolled to assist in protecting other students, staff and school property.

Washougal Police Department

Washougal PD Policy Manual

Temporary Custody of Juveniles

- (d) Information about a juvenile offender, the offender's parent or guardian and the circumstances of the crime may be released to the victim or the victim's immediate family.
- (e) Information identifying child victims of sexual assault committed by juvenile offenders may be released only with the permission of the child victim or legal guardian.
- (f) A court may permit certain juvenile records to be released by rule or order.

Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants, or weapons into the Washougal Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors, and the public.

Guidance for custody searches when transporting a person in custody may be found in the Transporting Persons in Custody Policy.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of their property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of their clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where their underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Washougal Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

Washougal Police Department

Washougal PD Policy Manual

Custodial Searches

902.3.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Washougal Police Department identification number and information regarding how and when the property may be released.

902.3.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place their initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

902.4 STRIP SEARCHES

No individual in temporary custody at any Washougal Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband that constitutes a threat to the facility. Probable cause is required for a strip search when there is a belief the individual is concealing on their body evidence not constituting a threat to the facility (RCW 10.79.130).

Factors to be considered in determining reasonable suspicion or probable cause include, but are not limited to (RCW 10.79.140):

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

Washougal Police Department

Washougal PD Policy Manual

Custodial Searches

- (c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).
- (f) The nature of the offense.

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.4.1 STRIP SEARCH PROCEDURES

Strip searches at Washougal Police Department facilities shall be conducted as follows (28 CFR 115.115):

- (a) Written authorization from the on-duty supervisor shall be obtained prior to the strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner (RCW 10.79.100).
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
- (f) The primary member conducting the search shall prepare a written report to include (RCW 10.79.150):
 - 1. The facts that led to the decision to perform a strip search.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The written authorization for the search, obtained from the on-duty supervisor.
 - 4. The name of the individual who was searched.
 - 5. The name, serial number of the officer and sex of the members who conducted the search.
 - 6. The name, sex and role of any person present during the search.
 - 7. The time and date of the search.
 - 8. The place at which the search was conducted.

Washougal Police Department

Washougal PD Policy Manual

Custodial Searches

9. A list of the items, if any, that were recovered.
 - (a) The facts upon which the member based their belief that the individual was concealing a weapon or contraband.
10. Any health condition discovered.
 - (g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless they otherwise qualify for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect their privacy and dignity.
 - (h) Except at the request of the individual, no person, other than those who are participating in the search, shall be present or able to observe the search (RCW 10.79.150).
 - (i) A copy of the written authorization shall be maintained in the file of the individual who was searched (RCW 10.79.150).

902.4.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with on-duty supervisory authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the on-duty supervisor's authorization does not need to be in writing.

902.4.3 RESTRICTIONS

Strip searches should be limited to those situations where such searches are necessary. Reasonable efforts to use less intrusive methods, such as pat-downs, electronic metal detector or clothing searches shall be made prior to any strip search (RCW 10.79.060; RCW 10.79.140).

902.5 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following:

- (a) No individual shall be subjected to a physical body cavity search without written approval of the on-duty supervisor and only upon a search warrant. Authorization may be obtained electronically (RCW 10.79.080). A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and

Washougal Police Department

Washougal PD Policy Manual

Custodial Searches

made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

- (b) Only a qualified physician, registered nurse or physician's assistant may conduct a physical body cavity search (RCW 10.79.100).
- (c) Except for the qualified physician, registered nurse or physician's assistant conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including (RCW 10.79.080):
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The on-duty supervisor's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date, location, and description of the search.
 - 6. The medical personnel present.
 - 7. The names, sex, and roles of any department members present.
 - 8. A statement of the results of the search and a list of any contraband or weapons discovered by the search.
- (f) A copy of the written authorization shall be retained and made available to the individual who was searched or other authorized representative upon request.
- (g) Before any physical body cavity search is authorized or conducted, a thorough pat-down search, a thorough electronic metal-detector search, and a thorough clothing search, as appropriate, must be used. No physical body cavity search shall be authorized or conducted unless these other methods do not satisfy the safety, security, or evidentiary concerns of the Department (RCW 10.79.080).
- (h) The on-duty supervisor may allow the individual to have a readily available witness, of the individual's choosing, present at the time the search is conducted. The person chosen shall not be currently in custody or present an unreasonable security risk (RCW 10.79.100).

902.6 GENDER IDENTITY OR EXPRESSION CONSIDERATIONS

If an individual who is subject to a strip search or physical body cavity search has a gender identity or expression that differs from their sex assigned at birth, the search should be conducted by members of the same gender identity or expression as the individual, unless the individual requests otherwise.

Washougal Police Department

Washougal PD Policy Manual

Custodial Searches

902.7 JUVENILES

No juvenile should be subjected to a strip search or a physical body cavity search at the Department.

The Chief of Police or the authorized designee should establish procedures for the following:

- (a) Safely transporting a juvenile who is suspected of concealing a weapon or contraband, or who may be experiencing a medical issue related to such concealment, to a medical facility or juvenile detention facility as appropriate in the given circumstances.
 - 1. Procedures should include keeping a juvenile suspected of concealing a weapon under constant and direct supervision until custody is transferred to the receiving facility.
- (b) Providing officers with information identifying appropriate medical and juvenile detention facilities to which a juvenile should be transported for a strip or body cavity search.

Nothing in this section is intended to prevent an officer from rendering medical aid to a juvenile in emergency circumstances (see the Medical Aid and Response Policy for additional guidance).

902.8 TRAINING

The Operations Captain shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
- (d) When a search must be conducted by a physician, registered nurse, or physician's assistant.

Transporting Persons in Custody

903.1 PURPOSE AND SCOPE

This policy provides guidelines for transporting persons who are in the custody of the Washougal Police Department.

See the Handcuffing and Restraints Policy for additional guidance.

903.2 POLICY

It is the policy of the Washougal Police Department to provide safe, secure, and humane transportation for all persons in custody.

903.3 OFFICER RESPONSIBILITIES

Persons in custody should be transported in a vehicle properly equipped to transport passengers. They should be appropriately restrained and positioned during transport.

Officers transporting a person in custody should:

- (a) Search all areas of the vehicle accessible to a person in custody before and after each transport.
- (b) Immediately search persons in custody after arrest, when receiving the person from the custody of another officer, and before transferring the person. Refer to the Custodial Searches Policy before conducting any search other than a field search.
 - 1. Whenever practicable, a search should be conducted by an officer of the same gender as the person being searched. If an officer of the same gender is not reasonably available, a witnessing officer should be present during the search.
- (c) Provide Clark Regional Emergency Services Agency (CRESA) with any required notifications (e.g., start time, mileage, end time).
- (d) Properly secure all property.
- (e) Use audio/video equipment (when properly equipped) to observe and record any person in custody during transport (see the Mobile Audio Video and Body-Worn Cameras policies for additional guidance).
- (f) Make a reasonable effort to prevent inappropriate conversations between persons being transported (e.g., demeaning or insulting language) or conversations between a person being transported and someone outside the vehicle.
- (g) Plan travel times and routes to avoid situations that might impede transportation (e.g., heavy traffic, unfavorable road conditions, extreme weather) when reasonably practicable.
- (h) Make a verbal welfare check with a person in custody at least every 10 minutes. Provide sufficient visual observation and audio communication during the transport of:
 - 1. Individuals in auxiliary restraints.
 - 2. Individuals in leg restraints.

Washougal Police Department

Washougal PD Policy Manual

Transporting Persons in Custody

3. Individuals wearing a spit hood.
4. Individuals who are a suspected suicide risk.
- (i) Verify that the vehicle's security devices (e.g., window and rear-door child-safety locks) are activated.
- (j) Assess uncooperative persons who cannot or will not sit upright for a medical condition (see the Medical Aid and Response Policy for additional guidance):
 1. If no medical condition exists, alternative transportation should be arranged (e.g., a special transport van).

903.4 TRANSPORT RESTRICTIONS

When transporting multiple persons, officers:

- (a) Should not transport persons in custody together. Persons in custody should be transported individually when practicable, or within their own compartment of a multiple-compartment vehicle, unless supervisor approval is received based on unusual circumstances.
 1. Juveniles and adults shall not be transported together.
 2. Persons with known hostilities toward each other, such as mutual combatants or rival gang members, shall not be transported together.
 3. Persons of different genders should not be transported together.
- (b) If segregating individuals is not possible, transporting officers should be alert to inappropriate physical or verbal contact and take appropriate action.

903.5 TRANSPORTING PERSONS IN CUSTODY WHO HAVE A DISABILITY

When transporting a person in custody who has a disability, a transporting officer should request assistance as necessary to transport the person in a reasonable and safe manner. The transporting officer should ensure that any special equipment (e.g., canes, wheelchairs, prosthetics) is transported to the person's destination in a way that does not threaten the safety or security of the person in custody or the officer.

Officers transporting a person who has a disability should consult with the person in custody and use good judgment in determining what, if any, restraining devices may be appropriate based on the person's disability to ensure the security, safety, and dignity of all persons.

903.6 TRANSPORTING ILL OR INJURED PERSONS IN CUSTODY

Except in exceptional cases where alternatives are not reasonably available, officers should not transport persons in custody who are unconscious, have serious injuries, or who may be seriously ill. EMS personnel should be called to handle such transportation.

Officers shall notify a supervisor as soon as practicable when transporting a person in custody to a hospital.

Washougal Police Department

Washougal PD Policy Manual

Transporting Persons in Custody

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes, or when so directed by a Patrol Sergeant.

Any person in custody suspected of having a communicable disease should be transported in compliance with the exposure control plan in the Communicable Diseases Policy.

See the Medical Aid and Response Policy for additional guidance on ill or injured persons in custody.

903.7 TRANSPORTING PREGNANT PERSONS IN CUSTODY

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

Absent exceptional circumstances, persons in labor or delivery should not be transported by officers. EMS personnel should be called to handle transportation.

903.8 EMERGENCY DETENTION TRANSPORTS

When transporting any individual for an emergency detention, the transporting officer should request that Clark Regional Emergency Services Agency (CRESA) notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual, and whether any special medical care is needed.

Should the person require transport in a medical transport vehicle, and the safety of any person, including the person in custody, requires the presence of an officer during the transport, Patrol Sergeant approval is required before transport commences.

See the Emergency Detentions Policy for additional guidance.

903.9 INTERRUPTION OF TRANSPORT

Absent extraordinary circumstances, officers should not interrupt a transport to provide emergency assistance without supervisory approval. Officers encountering an emergency should notify Clark Regional Emergency Services Agency (CRESA) and request an appropriate response.

903.10 EXTENDED TRANSPORTS

During transports for extended durations, transporting officers may be required to make necessary stops. With supervisory approval and due consideration for security risks and the in-custody person's health and well-being, these stops should be limited to fuel, meals, bathroom breaks, and other purposes reasonably necessary for the continuation of the transport.

903.11 PROHIBITIONS

When transporting a person in custody, officers shall not:

- (a) Use transport as a form of punishment or retaliation (e.g., intentionally rough rides, excessive heat or cold, obnoxiously loud music).

Washougal Police Department

Washougal PD Policy Manual

Transporting Persons in Custody

- (b) Handcuff a person to any part of a vehicle.
- (c) Engage in a pursuit.

When transporting a person in custody, officers should not:

- (a) Leave the vehicle unattended with the person in custody in the vehicle.
- (b) Stop to conduct any personal activities.

903.12 ESCAPES

In the event that a person in custody escapes while being transported, the transporting officer should immediately advise Clark Regional Emergency Services Agency (CRESA) and other units of the escape, provide a description of the escapee, notify the Patrol Sergeant, and submit a written report as soon as practicable describing the circumstances of the escape and any recapture.

The Patrol Sergeant should notify the Chief of Police or the authorized designee upon learning of an escape.

If the escape occurs outside the jurisdiction of the Washougal Police Department, the Patrol Sergeant should notify the appropriate agency or agencies within the jurisdiction where the escape occurred.

903.13 DOCUMENTATION

If a person is injured during transportation, officers should document the injury in the appropriate report. Documentation should include the condition of the person prior to transportation and the known or suspected causes of the injury during transportation (e.g., hitting head, struggling with restraints, fighting with other persons in custody). Any visible or reported injuries should be photographed and included with the report.

903.14 NOTIFICATIONS

Officers should notify a supervisor and any receiving facility of information regarding any circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., uncooperative or violent, prolonged struggle, extreme agitation, medical conditions) that may have occurred prior to, or during, transportation.

903.15 TRAINING

The Operations Captain should provide periodic training on this policy and procedures related to transporting persons in custody, restraint systems, and restraint devices.

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Washougal Police Department and that are promulgated and maintained by Human Resources.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Washougal Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Human Resources Director shall employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy shall include:

- (a) Establishment of a written recruitment plan.
 - 1. The plan shall include an outline of steps for recruiting candidates who are representative of the community. This should include candidates who live in or are from the community, if appropriate and consistent with applicable laws and memorandums of understanding or collective bargaining agreements.
- (b) Identification of racially and culturally diverse target markets.
- (c) Use of marketing strategies to target diverse applicant pools.
- (d) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (e) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (f) Employee referral and recruitment incentive programs.
- (g) Consideration of shared or collaborative regional testing processes.

Washougal Police Department

Washougal PD Policy Manual

Recruitment and Selection

The Human Resources Director shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of their status in the recruiting process.

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Personal and professional reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
 - 1. This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer examination (when legally permissible) (RCW 43.101.095; WAC 139-07-040)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
 - 1. The medical examination shall include a drug screening and be conducted by a licensed physician.
- (j) Review board or selection committee assessment
- (k) Relevant national and state decertification records, if available, including the National Decertification Index

1000.4.1 VETERAN PREFERENCE

The Department will provide veteran preference percentages as required (RCW 41.04.010).

Washougal Police Department

Washougal PD Policy Manual

Recruitment and Selection

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify their personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Washougal Police Department (RCW 43.101.095; WAC 139-07-020).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Administrative Captain shall not require candidates to provide passwords, account information or access to password-protected social media accounts (RCW 49.44.200).

The Administrative Captain should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administrative Captain should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file. These files shall be stored in a secured manner and made available only to those who are authorized to participate in the selection process.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.5 BACKGROUND CERTIFICATION

Upon completion of the background investigation of a candidate who has received a conditional offer of employment with the Washougal Police Department, the background investigator shall certify to the Criminal Justice Training Commission (CJTC) that the background check has

Washougal Police Department

Washougal PD Policy Manual

Recruitment and Selection

been completed and there was no information found that would disqualify the candidate from certification, and that the candidate is suitable for employment as an officer (RCW 43.101.095).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (RCW 43.101.095; RCW 43.101.200). Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the following minimum standards established by the CJTC (RCW 43.101.095):

- (a) Be eligible for CJTC certification
- (b) Submit to a psychological evaluation conducted by a licensed psychologist or psychiatrist
- (c) Submit to a polygraph examination conducted by a qualified technician
- (d) Submit to a criminal history check
- (e) Not been convicted of a felony offense

Washougal Police Department

Washougal PD Policy Manual

Recruitment and Selection

- (f) Be eligible to work under federal law as a U.S. citizen, lawful permanent resident, or Deferred Action for Childhood Arrivals (DACA) recipient

1000.8 PROBATIONARY PERIODS

The Administrative Captain should coordinate with Washougal Human Resources to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

Evaluation of Employees

1001.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1001.2 POLICY

Performance evaluations involve an ongoing process of communication between a supervisor and employee that occurs throughout the rating period. The communication process includes setting objectives, identifying goals, providing feedback, and evaluating results. The post-probationary process also includes an annual written performance evaluation and discussion that is completed at established times during the year.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 DEFINITIONS

Guardian Tracking (GT): An electronic system used to document and support employee performance evaluations, excluding medical information.

Non-Sworn Employee: A member of the Washougal Police Department who does not have sworn law enforcement authority, such as an Administrative Assistant or Animal Control Officer.

Personnel File: A permanent employment record maintained in the Office of the Chief that documents a Washougal Police Department employee's history, excluding medical information.

Supervisor File: A file maintained by a supervisor to support performance evaluations of an employee, excluding any medical information.

Sworn Employee: A peace officer employed by the Washougal Police Department who meets the definition of a sworn officer under the Revised Code of Washington (RCW).

1001.4 ANNUAL WRITTEN PERFORMANCE EVALUATION

The annual performance evaluation provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards. The objective is to:

1. Review and record work performance,
2. Give recognition for good work,
3. Provide a guide for improvement where needed,
4. Identify opportunities for professional development, and

Washougal Police Department

Washougal PD Policy Manual

Evaluation of Employees

5. Outline action steps necessary to meet professional development and work performance related goals.

Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input. Because shift changes twice a year, some officers may be evaluated by two supervisors during a rating period. All evaluations will be reviewed and approved by a supervisor of higher rank prior to presenting the evaluation to the employee.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback during rating periods provide supervisors and employees with opportunities to correct performance issues as they arise. Employees demonstrating substandard performance shall be notified of such performance as soon as possible in order to have an opportunity to remediate the issues. After notifying the employee the supervisor shall document the performance issue in Guardian Tracking.

An employee's annual evaluation may not contain substandard ratings or exceptional ratings without correlating documentation supporting the rating in Guardian Tracking. Ratings are as follows:

1 to 1.75: Needs Improvement - reasons must be previously documented in Guardian Tracking

2 to 2.75: Meets Expectations

3: Exceeds Expectations - reasons must be previously documented in Guardian Tracking

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing.

Annual performance evaluations should be used by the Department for making personnel decisions relating to promotion, job assignment, corrective action, disciplinary action, demotion, and termination from employment.

1001.4.1 EVALUATION FREQUENCY AND RATING PERIOD

Annual performance evaluations are based on documented performance during a defined rating period. Sworn personnel (including Reserve Officers) are evaluated from January 1st through December 31st each year. Non-sworn personnel are evaluated annually based on their individual date of hire (City of Washougal Personnel Policy Manual; CBA with Local 307-W of WSCCCE and AFSCME).

1001.5 PERFORMANCE IMPROVEMENT PLAN

A Performance Improvement Plan (PIP) may be initiated at any time a supervisor deems it appropriate. It is used to identify areas of performance that fall below established standards and to outline a structured work plan for achieving improvement in those areas.

1001.6 FULL TIME PROBATIONARY PERSONNEL

Non-sworn and non-represented (Chief of Police and Captains) personnel are on probation for six months (subject to extension) before becoming eligible for permanent status. Non-sworn and

Washougal Police Department

Washougal PD Policy Manual

Evaluation of Employees

non-represented personnel receive an informal performance appraisal at the midpoint of their probationary period and a formal performance evaluation upon completion of probation (City of Washougal Personnel Policy Manual; CBA with Local 307-W of WSCCCE and AFSCME).

Entry-level officers serve an 18-month probationary period before being eligible for permanent status, while lateral sworn personnel and sergeants serve a 12-month probationary period. During probation, officers are evaluated daily, weekly and monthly. Sergeants are evaluated monthly.

1001.7 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the Employee Comments section of the performance evaluation report.

1001.8 EVALUATION FOLLOW-UP

An employee's supervisor shall monitor performance and provide follow-up feedback throughout the year by:

1. Maintaining documentation of performance in Guardian Tracking throughout the evaluation period, to include positive and negative behavior/information.
2. Keeping communication open and providing timely feedback to employees regarding performance.
3. Providing follow-up and assistance as indicated in the performance expectations.
4. Leading employees toward accomplishing their goals.

1001.9 EVALUATION DISTRIBUTION

All annual performance evaluations are completed electronically and are maintained in the HRPro system for the tenure of the employee's employment. Employees have access to their annual evaluations and may make copies of them at any time.

Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Washougal Police Department.

1002.2

Human Resources is responsible for maintaining requirements and information for promotional opportunities and processes.

1002.3 POLICY

The Washougal Police Department determines assignments and promotions in a nondiscriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.4 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) Detective
- (b) Canine handler
- (c) Field Training Officer (FTO)
- (d) School Resource Officer (SRO)
- (e) Special Weapons and Tactics (SWAT)
- (f) Unmanned Aerial System (UAS) pilot
- (g) Department instructor cadre (Firearms, Defensive and Patrol Tactics, etc.)

1002.4.1 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in their performance.
- (c) Expresses an interest in the assignment.
- (d) Demonstrates the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership skills
 - 6. Initiative

Washougal Police Department

Washougal PD Policy Manual

Special Assignments and Promotions

7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1002.4.2 SELECTION PROCESS

The selection process for special assignments will be determined by the Chief of Police.

1002.4.3 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Off probation
- (b) Possession of or ability to obtain any certification required by CJTC or law
- (c) Exceptional skills, experience, or abilities related to the special assignment

Anti-Retaliation

1003.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance, or collective bargaining agreement or memorandum of understanding.

1003.2 POLICY

The Washougal Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1003.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because they have engaged in protected activity.

Washougal Police Department

Washougal PD Policy Manual

Anti-Retaliation

1003.3.1 RETALIATION PROHIBITED FOR INTERVENING OR REPORTING

An officer shall not be retaliated against in any way for intervening or reporting in good faith any wrongdoing by another law enforcement officer. Wrongdoing means conduct that is contrary to law or policies of this department (RCW 10.93.190).

1003.4 COMPLAINTS OF RETALIATION

Any member who feels they have been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Human Resources Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1003.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.

Washougal Police Department

Washougal PD Policy Manual

Anti-Retaliation

- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1003.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1003.7 WHISTLEBLOWING

Washington law protects employees who make good faith reports of improper government actions. Improper government actions include violations of Washington law, abuse of authority, gross waste of funds, and substantial and specific danger to the public health or safety (RCW 42.40.010 et seq.; RCW 49.60.210; RCW 42.41.010 et seq.).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint for investigation pursuant to the Personnel Complaints Policy.

1003.7.1 DISPLAY OF REPORTING PROCEDURES

The Department shall display the City policy to employees regarding their rights and the procedures for reporting information of an alleged improper government action. A copy of the policy shall be made available to employees upon request (RCW 42.41.030).

1003.8 RECORDS RETENTION AND RELEASE

The Lead Administrative Assistant shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1003.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Reporting of Arrests, Convictions, and Court Orders

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions, and court orders restrict their ability to perform the official duties and responsibilities of the Washougal Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction, or court order disqualifies them from possessing a firearm (RCW 43.101.135).

1004.2 POLICY

The Washougal Police Department requires disclosure of member arrests, convictions, and certain court orders to maintain the high standards, ethics, and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1004.3 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Washington and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; RCW 9.41.040; RCW 9.41.801).

All members and retired officers with identification cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1004.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Washington law prohibits the possession of a firearm under the provisions of RCW 9.41.040 (unlawful possession of firearms).

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1004.5 REPORTING

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal detention, arrest, charge, plea, or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

Washougal Police Department

Washougal PD Policy Manual

Reporting of Arrests, Convictions, and Court Orders

All members and all retired officers with an identification card issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Patrol Sergeant or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable Criminal Justice Training Commission (CJTC) certification.

Any member whose criminal arrest, conviction, or court order restricts or prohibits that member from fully and properly performing their duties, including carrying a firearm, may be disciplined. This includes but is not limited to being placed on administrative leave, reassignment, and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on their own time and at their own expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards rescinded or modified, as may be appropriate (see the Retiree Concealed Firearms Policy).

1004.5.1 NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION

The Administrative Captain shall ensure that notification has been made to CJTC within 15 days of learning that an officer has been charged with a crime (RCW 43.101.135).

Drug- and Alcohol-Free Workplace

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

1005.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1005.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Patrol Sergeant or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1005.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair the member's abilities, without a written release from the member's physician.

1005.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action (RCW 69.51A.060).

1005.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Washougal Police Department

Washougal PD Policy Manual

Drug- and Alcohol-Free Workplace

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1005.5 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Department has a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1005.6 WORK RESTRICTIONS

If a member informs a supervisor that they have consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from their physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that they are safely transported away from the Department.

1005.7 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any of the following circumstances:

- (a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) The employee discharges a firearm in the performance of the employee's duties (excluding training or authorized euthanizing of an animal).
- (c) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.
- (d) During the performance of the employee's duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

1005.7.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.

Washougal Police Department

Washougal PD Policy Manual

Drug- and Alcohol-Free Workplace

- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1005.7.2 DISCIPLINE

An employee may be subject to disciplinary action if the employee:

- (a) Fails or refuses to submit to a screening test.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that the employee took the controlled substance as directed, pursuant to a current and lawful prescription issued in the employee's name.

1005.8 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy.

Sick Leave

1006.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable labor agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) or the Washington Paid Family and Medical Leave program (PFML) (29 USC § 2601 et seq.; RCW 50A.05.005 et seq.).

1006.2 POLICY

It is the policy of the Washougal Police Department to provide eligible employees with a sick leave benefit.

1006.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences (RCW 49.46.210). Abuse of sick leave may result in discipline, denial of sick leave benefits, or both (WAC 296-128-750).

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity, or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

1006.3.1 NOTIFICATION

Members should notify their supervisor as soon as possible—and no later than one hour before the start of their scheduled shift—unless it is not practicable to do so. If the member is unable to notify the supervisor directly, every effort should be made to have a representative make the notification on their behalf (WAC 296-128-650).

1006.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish verification supporting the need to be absent and/or the ability to return to work (RCW 49.46.210; WAC 296-128-660). Members on an extended absence shall, if possible, contact their supervisors at specified intervals to provide an update on their absence and expected date of return.

1006.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Human Resources as appropriate.
- (c) When appropriate, counseling members regarding inappropriate use of sick leave.

Washougal Police Department

Washougal PD Policy Manual

Sick Leave

- (d) Referring eligible members to an available employee assistance program when appropriate.

1006.6 PERSONNEL AGENCY

The Human Resources Director shall ensure:

- (a) Written or electronic notice is provided to each employee regarding applicable paid sick leave provisions as required by WAC 296-128-755.
- (b) This Sick Leave Policy is readily available to all employees.
- (c) Employee records are retained and preserved regarding paid sick leave information and data as required by WAC 296-128-010.

1006.7 RETALIATION

No employee shall be retaliated against for using qualifying sick leave (WAC 296-128-770).

Bereavement Leave

1007.1 PURPOSE AND SCOPE

Employees should refer to their applicable labor agreement and the City of Washougal Personnel Policy Manual for bereavement leave provisions, eligibility, and procedures.

Other Leaves

1008.1 OTHER LEAVES

Employees should refer to their applicable labor agreement and the City of Washougal Personnel Policy Manual for information regarding other types of leave.

Communicable Diseases

1009.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Washougal Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1009.2 POLICY

The Washougal Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1009.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes (WAC 296-823-100 et seq.):

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members shall be provided with appropriate personal protective equipment (PPE), including latex gloves or equivalent, face masks, eye protection, protective shoe covers, and pocket masks for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 - 1. Bloodborne pathogen mandates including but not limited to (WAC 296-823-110 et seq.):

Washougal Police Department

Washougal PD Policy Manual

Communicable Diseases

- (a) The identification of positions with the potential for exposure.
 - (b) Measures to eliminate or minimize occupational exposure and how members will be informed of those measures.
 - (c) A plan for the distribution and use of PPE related to communicable diseases.
 - (d) Directions for appropriate labeling of contaminated items.
 - (e) Rules regarding worksite maintenance.
 - (f) Rules regarding waste.
 - (g) Confidentiality requirements and medical protocols.
 - (h) Maintenance of training and medical records.
- 2. The Washington Industrial Safety and Health Act (RCW 49.17.010 et seq.; WAC 296-800-110 et seq.).
 - 3. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).

The ECO should also act as the liaison with the Washington Division of Occupational Safety and Health (DOSH) and may request voluntary compliance inspections. The ECO should annually review and update the exposure control plan and review implementation of the plan (WAC 296-823-11010).

1009.4 EXPOSURE PREVENTION AND MITIGATION

1009.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

Washougal Police Department

Washougal PD Policy Manual

Communicable Diseases

- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1009.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (WAC 296-823-130).

1009.5 POST EXPOSURE

1009.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

1009.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (WAC 296-823-16005):

- (a) Name and Social Security number of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

Washougal Police Department

Washougal PD Policy Manual

Communicable Diseases

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

1009.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (WAC 296-823-16005).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1009.5.4 COUNSELING

The Department shall provide the member, and their family if necessary, the opportunity for counseling and consultation regarding the exposure (WAC 296-823-16005).

1009.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO (WAC 296-823-16010). If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) In the event that consent cannot be obtained, by contacting the local health authority who may pursue testing of the source individual for HIV or other communicable diseases (RCW 70.24.340; WAC 246-100-205).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if they refuse.

Washougal Police Department

Washougal PD Policy Manual

Communicable Diseases

1009.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1009.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training shall include the mandates provided in WAC 296-823-12005 et seq. and:

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting their potential exposure to communicable disease.
- (c) Shall provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Smoking and Tobacco Use

1010.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Washougal Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1010.2 POLICY

The Washougal Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy (RCW 70.160.030).

1010.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Washougal Police Department.

It shall be the responsibility of each member to ensure that no person under their supervision smokes or uses any tobacco product inside City facilities and vehicles.

1010.4 ADDITIONAL PROHIBITIONS

No person shall smoke tobacco products within 25 feet of a main entrance, exit or operable window of any building (RCW 70.160.075).

1010.4.1 NOTICE

The Chief of Police or the authorized designee shall ensure that proper signage prohibiting smoking is conspicuously posted at each entrance to the department facilities (RCW 70.160.050).

Personnel Complaints

1011.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Washougal Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1011.2 POLICY

The Washougal Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any memorandum of understanding or collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1011.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1011.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter resolved at the supervisory level that does not require a formal investigation. The Patrol Sergeant or appropriate supervisor determines that no further action is necessary beyond counseling, training, or clarification, and that the issue has been appropriately addressed.

Formal - A matter in which a supervisor determines that the alleged conduct warrants further investigation. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to an outside agency, depending on the seriousness and complexity of the allegations.

Incomplete - A matter in which the complainant either refuses to cooperate or becomes unavailable despite reasonable follow-up efforts. At the discretion of the assigned investigator or their chain of command, further investigation may be conducted based on the seriousness of the allegations and the availability of sufficient information.

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

1011.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person, or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

1011.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1011.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1011.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor.

Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1011.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1011.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

1011.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 - (a) The original complaint form will be directed to the direct supervisor of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
 - (b) In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Captain or the Chief of Police, who will initiate appropriate action.
- (b) Responding to all complaints in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
 - (a) Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
 - (b) If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to their chain of command.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, their Captain, and the Chief of Police are notified via the chain of command as soon as practicable.
- (e) Promptly contacting the Human Resources and their Captain, for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to their Captain, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed.
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1011.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a Captain, a Sergeant, or an outside entity, the following applies to employees:

- (a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, they shall be compensated.
- (b) Unless waived by the employee, interviews of an accused employee shall be at the Washougal Police Department or other reasonable and appropriate place.
- (c) No more than two interviewers should ask questions of an accused employee.
- (d) Prior to any interview, an employee should be informed of the nature of the investigation.
- (e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.
- (f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.
- (g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
 2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview shall be provided to the employee prior to any subsequent interview.
- (i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

- (j) All employees shall provide complete and truthful responses to questions posed during interviews.
- (k) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.
- (l) An employee covered by civil service shall be provided a written statement of all accusations with a duplicate statement filed with the civil service commission (RCW 41.12.090; RCW 41.14.120).

1011.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1011.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1011.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within 90 days from the date of discovery by an individual authorized to initiate an investigation. Some investigations may take longer than 90 days to complete, if this occurs steps will be taken to keep involved members updated.

1011.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1011.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1011.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1011.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Washougal Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1011.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1011.10.1 CAPTAIN RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the involved members' Captain shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Captain will make a recommendation regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Captain may return the entire investigation to the assigned investigator for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Captain shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1011.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Captain for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
- (c) Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
- (d) If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

Once the member has completed their response, or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1011.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1011.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1011.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline (RCW 43.101.135).

1011.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement, memorandum of understanding and/or personnel rules.

In the event of punitive action against an employee covered by civil service, the appeal process shall be in compliance with RCW 41.12.090 and RCW 41.14.120.

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

1011.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

1011.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1011.16 NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION (CJTC) CERTIFICATION BOARD

Upon separation of a peace officer for any reason, the Department shall, within 15 days of the separation, notify the CJTC on a personnel action report form provided by the commission. When a resignation or retirement is accepted in lieu of termination, the reasons and rationale shall be included in the information provided to the CJTC, including the findings from any internal or external investigations into alleged misconduct (RCW 43.101.135).

The CJTC shall be notified within 15 days of an initial disciplinary decision made by the Department for alleged behavior or conduct by an officer that is noncriminal and may result in revocation of certification (RCW 43.101.135).

The CJTC shall also be notified regarding any decision to discipline an officer for failure to intervene or for failure to report an incident of excessive force or any wrongdoing by another peace officer for determination of suspension or revocation of certification (RCW 10.93.190).

The Department shall provide timely updates on an internal investigation reported to the CJTC and provide a summary of findings to the CJTC within 15 days of concluding the investigation (WAC 139-06-020).

The Department shall, upon request of the CJTC, provide such additional documentation or information as the commission deems necessary to determine whether the separation or event provides grounds for suspension or revocation of the peace officer's certification (RCW 43.101.135).

1011.17 ANNUAL REVIEW AND ANALYSIS

The Administrative Captain shall prepare an annual review and analysis report on internal investigations. The report should not contain any identifying information about any specific complaint, citizen, or officer and should address:

Washougal Police Department

Washougal PD Policy Manual

Personnel Complaints

- (a) Policy and procedure issues identified during the review process, if any.
- (b) Training issues identified during the review process, if any.
- (c) Personnel issues identified during the review process, if any.

The report shall be submitted to and reviewed and approved by the Chief of Police.

Seat Belts

1012.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

Guidance for transporting persons in custody may be found in the Transporting Persons in Custody and Handcuffing and Restraints policies.

1012.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 and RCW 46.61.687(6).

1012.2 POLICY

It is the policy of the Washougal Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1012.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained (RCW 46.61.688; RCW 46.61.687).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

1012.4 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1012.5 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

Washougal Police Department

Washougal PD Policy Manual

Seat Belts

1012.6 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1013.2 POLICY

It is the policy of the Washougal Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1013.3 ISSUANCE OF BODY ARMOR

The Administrative Captain shall ensure that body armor is issued to all officers when the officer begins service at the Washougal Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Administrative Captain shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1013.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers shall only wear agency-approved body armor.
- (b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when an officer is working in uniform or taking part in Department range training.
- (e) An officer may be excused from wearing body armor when they are involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor.
- (f) Officers are excused from wearing body armor while on Washougal Police Department property. (Example: Officers who wear external body armor carriers)

1013.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections. Annual inspections of body armor should be conducted by the Administrative Captain for fit, cleanliness and signs of damage, abuse and wear.

Washougal Police Department

Washougal PD Policy Manual

Body Armor

1013.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1013.4 FIREARMS INSTRUCTOR RESPONSIBILITIES

The Firearms Instructor should:

- (a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates officers about the safety benefits of wearing body armor.

Personnel Records

1014.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1014.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Washington.

1014.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently maintained.
- (e) Discipline records, including copies of sustained personnel complaints.
- (f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.
 - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
 - 2. Any member response shall be attached to and retained with the original adverse comment.
 - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
- (g) Commendations and awards.
- (h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1014.4 SECTION FILE

Files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The file may contain supervisor comments, notes,

Washougal Police Department

Washougal PD Policy Manual

Personnel Records

notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1014.5 TRAINING FILE

An individual training file shall be maintained by the Administrative Captain for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Administrative Captain or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Administrative Captain or supervisor shall ensure that copies of such training records are placed in the member's training file.

1014.6 INTERNAL AFFAIRS FILE

Internal Affairs files shall be maintained under the exclusive control of the Chief of Police. Access to these files may only be approved by the Chief of Police.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

- (a) Unfounded
- (b) Exonerated
- (c) Not sustained
- (d) Sustained

1014.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

Washougal Police Department

Washougal PD Policy Manual

Personnel Records

1014.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1014.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Public Records Officer or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1014.8.2 RELEASE OF PERSONNEL INFORMATION

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

1014.8.3 NOTICE TO MEMBER

Upon receipt of a request for information located exclusively in a member's personnel record, the Public Records Officer is responsible for providing notice to the member, the union representing the member, and to the requestor, that includes the following information (RCW 42.56.250):

- (a) The date of the request
- (b) The nature of the requested record relating to the member
- (c) That information in the record will be released if not exempt from disclosure at least 10 days from the date the notice is made
- (d) That the member may seek to enjoin release of the records under RCW 42.56.540 (court protection of public records).

Washougal Police Department

Washougal PD Policy Manual

Personnel Records

1014.9 MEMBER ACCESS TO THEIR OWN PERSONNEL RECORDS

Any member may request access to their own personnel records annually during the normal business hours of those responsible for maintaining such files. The Department shall provide a copy of the record to the member no later than 21 calendar days after the request (RCW 49.12.240; RCW 49.12.250).

A member may annually request that all information contained in their personnel file subject to disclosure be reviewed by the Department for any irrelevant or erroneous information. Any member seeking the removal of any item from their personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record (RCW 49.12.250).

Members may be restricted from accessing the following:

- (a) Records of an employee relating to the investigation of a possible criminal offense (RCW 49.12.260)
- (b) Records of an employee compiled in preparation for an impending lawsuit which would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts (RCW 49.12.260)
- (c) Records relating to an ongoing internal affairs investigation or disciplinary action to the extent that release could jeopardize or compromise the investigation or action pending final disposition (RCW 49.12.240(2))

1014.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the State of Washington Records Retention Schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.
- (c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Washougal Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the Washougal Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1015.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1015.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1015.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

- (a) Identifying information:
 1. For members of the Department - name, section and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the member submitting the documentation.

1015.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
 1. For members of the Department - name, section and assignment at the date and time of the meritorious or commendable act

Washougal Police Department

Washougal PD Policy Manual

Commendations and Awards

2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation.

1015.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Captain for their review. The Captain should sign and forward the documentation to the Chief of Police for their review.

The Chief of Police or the authorized designee will present the commendation to the department member for their signature. The documentation will then be entered into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Captain. The documentation will be signed by the Captain and forwarded to the Chief of Police for their review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1015.5 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

Award of Merit

The Award of Merit is awarded by the Chief of Police to an individual who has demonstrated exceptional and meritorious service. The recipient, through personal initiative, tenacity, and great effort, has solved a major crime, addressed a long-standing problem in the community, or developed a program or plan that contributed significantly to the department's mission and goals.

The Award of Merit will include a pin ribbon medal, a ribbon bar and a certificate.

Award of Valor

The Award of Valor is awarded by the Chief of Police to an individual for an act, in the face of great danger, wherein valor, courage, and bravery are demonstrated over and above that normally demanded and expected.

To warrant this distinctive decoration, the act must be performed in the presence of great danger or at great personal risk and by its nature involved in the saving of a human life, or attempted saving of a human life, the prevention of a serious crime, or the apprehension of a person who committed a serious crime. The action must be performed in such a manner as to render the individual highly conspicuous.

The Award of Valor will include a pin ribbon medal, a ribbon bar, and a certificate.

Washougal Police Department

Washougal PD Policy Manual

Commendations and Awards

Life-Saving Award

The Life Saving Award is awarded by the Chief of Police to an individual who performs an act of heroism, demonstrates good judgment, zeal, or ingenuity over and above what is normally demanded and expected, to preserve the life of another during a critical, volatile, or dangerous encounter while protecting the safety and security of the public and their fellow officers.

The Life Saving Award will include a pin ribbon medal, a ribbon bar, and a certificate.

Meritorious Conduct Award

The Meritorious Conduct Award is awarded by the Chief of Police to an individual for distinguished service that does not rise to the level of an Award of Merit. Examples include outstanding work on a single case, community engagement, or project that contributes to the Department's mission and goals.

The Meritorious Conduct award will include a certificate.

Citizen Commendation

This award may be presented to any person who is not a member of the Washougal Police Department but who has materially aided the Washougal Police Department or its officers in some way. This includes assistance in the solution of crime or the apprehension of criminals, aiding an officer in the field in a critical situation, and cooperation with or assistance to the Washougal Police Department as a whole in any aspect of the department's administration or operations. This award is to be presented in the form of a letter and signed by the Chief of Police.

Other Awards

The department may establish other awards as deemed desirable and as designated by the Chief of Police. Any such additional awards shall be considered and presented in accordance with this policy.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.

1015.6 PRESENTATION OF AWARDS

- Awards shall be presented at a formal ceremony deemed appropriate by the Chief of Police.
- The Chief of Police or a designated command-level executive will present awards whenever possible.
- All available personnel not engaged in active duty are encouraged to attend. The recipient's chain of command (e.g., Sergeant, Captain) should be present, and ceremonies should be scheduled to facilitate their attendance.
- Attendees shall be properly attired in accordance with department dress guidelines.
- Family members of the award recipient may be invited and should be escorted upon arrival to a position with clear visibility of the ceremony.

Washougal Police Department

Washougal PD Policy Manual

Commendations and Awards

- Members of the local press may be invited to attend presentations of the Award of Merit, Award of Valor, and the Life Saving Medal.
- Awards should typically be accepted in person by the recipient during the ceremony.
- Posthumous awards shall be received by the next of kin, typically in the following order unless circumstances require adjustment:
 1. Widow, widower, or domestic partner
 2. Eldest child
 3. Parent
 4. Eldest sibling
- Posthumous awards may be presented during a memorial or funeral service or at another time chosen by the next of kin.
- Commendations for civilians may be presented at a formal ceremony at the discretion of the Chief of Police, subject to the citizen's prior approval.

1015.7 WEARING OF AWARDS

- Medals are not authorized for wear on the regular duty uniform.
- Award ribbon bars may be worn on the duty uniform in accordance with department uniform policy.
- When worn, ribbon bars shall be arranged in order of precedence, with the highest-ranking award displayed on the wearer's right.
- Ribbon bars must be maintained in clean, serviceable condition.
- No medals, ribbons, or pins of any type may be worn on the uniform unless specifically authorized by the Department.

Fitness for Duty

1016.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

1016.2 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform the essential duties of their job position.
- (b) Each member of this department shall perform their respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing their assigned responsibilities.
- (d) Any employee who feels unable to perform their duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform their duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.3 SUPERVISOR RESPONSIBILITIES

- (a) A supervisor observing an employee or receiving a report of an employee who is perceived to be unable to safely perform their duties due to a physical or mental condition shall take prompt and appropriate action in an effort to address the situation.
- (b) Whenever feasible, the supervisor should make a preliminary determination of the level of inability of the employee to perform the essential duties required of the job.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to obtain sufficient information regarding the nature of the concern to enable the Department to assess options and react responsibly to assure the safety of the employee, other members of the Department and the public, while complying with the employee's legal rights.
- (d) In conjunction with their Captain, a determination should be made whether or not the employee should be temporarily relieved from their duties.
- (e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

1016.4 RELIEF FROM DUTY

Any employee suffering from a work or non-work related condition which warrants a temporary relief from duty may be entitled to be placed on family medical leave under state and/or federal law. Consult with Human Resources to assure proper notification and compliance with family medical leave rights. Employees who are relieved from duty for medical reasons may be eligible

Washougal Police Department

Washougal PD Policy Manual

Fitness for Duty

for workers compensation payments or may be required to use sick leave or other paid time off consistent with applicable policies.

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

1016.5 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The examining health care provider will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties. The scope of the requested fitness for duty report shall be confined to the physical or psychological condition that prompted the need for the examination. If the employee places their condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding.
- (c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential medical file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.
- (f) In the event an employee is required to submit to a "fitness for duty" examination as a condition of returning from medical leave required under the Family Medical Leave Act (FMLA), contact Human Resources for direction regarding how to proceed.
- (g) Once an employee has been deemed fit for duty by the examining health care provider, the employee will be notified to resume their duties.

1016.6 LIMITATION ON HOURS WORKED

Absent emergency operations members should not work more than:

- 16 hours in one day (24 hour) period, or
- 30 hours in any 2 day (48 hour) period, or
- 84 hours in any 7 day (168 hour) period.

Washougal Police Department

Washougal PD Policy Manual

Fitness for Duty

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1016.7 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

Duty Schedule

1017.1 PURPOSE AND SCOPE

The duty schedule for all employees will be posted pursuant to the labor agreement. In addition to the labor agreement, the following schedule criteria apply:

4th of July Coverage - This day will be restricted. Those scheduled to work will be unable to take vacation, comp or other time off. Those scheduled for the day off, may be required to work overtime this day. Every effort will be made to determine necessary staffing levels and those employees originally scheduled off, will be released from duty requirements as early as possible prior to the events scheduled. A determination of staffing needs will be made NLT 14 days prior to the event.

New Years Eve - Those scheduled to work can not take the day off. Those scheduled off will have no restriction unless an event is scheduled and staffing requirements must be adjusted. If restrictions, due to events, are imposed, a determination of staffing needs will be made NLT 14 days prior to the event.

MotoCross - Those scheduled to work can not take the day off. Those scheduled off will have no restrictions unless an event is scheduled and staffing requirements must be adjusted. If restriction, due to events, are imposed, a determination of staffing needs will be made NLT 14 days prior to the event.

Vacation and other time off, approved prior to the announcement of the motocross data will stand as valid.

Minimum Staffing Levels- A minimum of two officers will be on duty at all times.

Vacation/Comp and other Time Scheduled Off- Two employees per squad will be scheduled off at any one time. This will allow for one day shift (Days, Day Sgt, Mids) and one night shift (Breaker, Night Sgt, Graves) off at a time.

Squad Training Days- If no training is scheduled on a squad training day the members of that squad have the option to comp out, if approved by the supervisor. If training is scheduled the members of the squad in training have the option to comp out after the training is complete, if approved by the supervisor.

Shift Swaps Shift- Swaps will be conducted in accordance with the WPOA Guild Contract. Shift swaps will only be granted after each employee has completed his or her portion of the request for shift swap form and the swap as been approved by a supervisor. Shift swaps must be submitted with a minimum of 72 hours notice.

Meal Periods and Breaks

1018.1 PURPOSE AND SCOPE

Employees shall refer to the applicable labor agreement and City of Washougal personnel policies for guidance on meal periods and breaks.

1018.1.1 MEAL PERIODS

Sworn officers and animal control officers shall remain on duty and subject to call during meal periods. All other employees are off-duty during meal breaks unless otherwise directed by a supervisor.

Uniformed officers shall take their breaks within the City limits, unless assigned outside the City or otherwise approved by a supervisor.

Meal periods shall not exceed the authorized duration.

Lactation Breaks

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members.

1019.2 POLICY

It is the policy of the Washougal Police Department to provide, in compliance with federal and state law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk for the member's nursing child for up to two years after the child's birth (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; RCW 43.10.005).

1019.3 LACTATION BREAK TIME

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; RCW 43.10.005). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1019.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal and state law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; RCW 43.10.005).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Washougal Police Department

Washougal PD Policy Manual

Lactation Breaks

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

1019.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends.

Payroll Records

1020.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records for the payment of wages.

1020.2 POLICY

The Washougal Police Department maintains timely and accurate payroll records.

1020.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

1020.4 TIME REQUIREMENTS

Unless specified otherwise, employee payroll records shall be completed and submitted to the Department no later than 8:00 a.m. on the 6th and 21st day of each month. Payroll records shall be submitted to the Senior Administrative Assistant who is responsible for ensuring accuracy and routing the records to an available member of the Command Staff (Chief of Police, Operations Captain, or Administrative Captain) for review and approval prior to submission to the Finance Department.

1020.5 RECORDS

The Senior Administrative Assistant shall ensure that accurate and timely payroll records are maintained as required by 29 CFR § 516.5.

Overtime Compensation Requests

1021.1 PURPOSE AND SCOPE

Employees shall refer to the applicable labor agreement and City of Washougal personnel policies for procedures and eligibility related to overtime compensation.

1021.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime request slips for approval by a supervisor. Once approved, the supervisor shall forward the request to the Senior Administrative Assistant for processing. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

Outside Employment

1022.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

1022.1.1 DEFINITIONS

Outside Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1022.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for outside employment, the employee must submit a request to the Chief of Police.

If approved, the employee must submit a new request to the Chief of Police at the beginning of each calendar year.

Any employee denied outside employment shall be provided with a written reason for the denial.

1022.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment Application is denied or withdrawn by the Department, the employee may file a written notice of appeal to the Chief of Police for reconsideration within ten (10) days of the date of denial.

1022.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended under the following circumstances:

- (a) Should an employee's performance at this department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at their discretion, revoke any previously approved outside employment permit(s). That revocation will stand until

Washougal Police Department

Washougal PD Policy Manual

Outside Employment

the employee's performance has been reestablished at a satisfactory level and their supervisor recommends reinstatement of the outside employment permit.

- (b) Suspension or revocation of a previously approved outside employment permit may be included as a term or condition of sustained discipline.
- (c) If, at any time an employee's conduct or outside employment conflicts with the provisions of department policy, the approval may be suspended or revoked by the Chief of Police.
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subjected to similar restrictions as those applicable to the employee's regularly assigned duties until the employee has been cleared to return to full duty status.

1022.3 PROHIBITED OUTSIDE EMPLOYMENT

The Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which, in its view, would:

- (a) Involve the employee's use of departmental time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage.
- (b) Involve the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department.
- (c) Involve the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.
- (d) Involve time demands that would render performance of the employee's duties for this department less efficient or render the employee unavailable for reasonably anticipated overtime assignments and other job-related demands that occur outside regular working hours.

1022.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Because it would further create a potential conflict of interest, no member of this Department may engage in any outside or secondary employment as a private security guard, private investigator or other similar private security position.

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such outside overtime will be assigned, monitored and paid through the Department.

- (a) The applicant will be required to enter into an indemnification agreement prior to approval.

Washougal Police Department

Washougal PD Policy Manual

Outside Employment

- (b) The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.
- (c) Should such a request be approved, any employees working outside overtime shall be subject to the following conditions:
 - 1. The officer(s) shall wear the departmental uniform/identification.
 - 2. The officer(s) shall be subject to the rules and regulations of this department.
 - 3. No officer may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
 - 4. Compensation for such approved outside security services shall be pursuant to normal overtime procedures.
 - 5. Outside security services shall not be subject to the collective bargaining process.
 - 6. No officer may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.

1022.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment and should be reported as time worked on employee time records.

1022.4 DEPARTMENT RESOURCES

Employees are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1022.4.1 REVIEW OF FINANCIAL RECORDS

Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest. Prior to providing written approval for an outside employment position, the Department may request that an employee provide their personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide their personal financial records for review/audit. If the employee elects not to provide the requested records, their off-duty work permit may be revoked pursuant to the "Revocation/Suspension of Outside Employment Permits" section of this policy (see above).

Washougal Police Department

Washougal PD Policy Manual

Outside Employment

1022.5 MATERIAL CHANGES OR TERMINATION OF OUTSIDE EMPLOYMENT

If an employee terminates their outside employment the employee shall promptly submit written notification of such termination to the Chief of Police through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees are also required to disclose material changes in outside employment that occur after approval of outside employment has been granted to the Chief of Police in writing. For the purpose of this policy, such changes include any material change in the number of hours, type of duties or demands of outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

1022.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform the Chief of Police in writing within five days whether or not they intend to continue to engage in such outside employment while on leave or light-duty status. The Chief of Police shall review the duties of the outside employment along with any related doctor's orders, and make a determination as to whether such outside employment may continue or not.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

- (a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's professional medical advisors.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.
- (c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Washougal Police Department, a request (in writing) may be made to the Chief of Police to resume outside employment.

Occupational Disease and Work-Related Injury Reporting

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, post-traumatic stress disorder (PTSD), and work-related injuries.

1023.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, PTSD, or infection incurred while acting in the course of employment (RCW 51.08.013; RCW 51.08.100; RCW 51.08.140; RCW 51.08.142).

1023.2 POLICY

The Washougal Police Department will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (RCW 51.28.010 et seq.).

1023.3 RESPONSIBILITIES

1023.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

1023.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related City of Washougal disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and the Accident, Illness and Injury Prevention policies apply and take additional action as required.

The supervisor who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, to ensure any required Department of Labor and Industries reporting is made as required in the accident, illness and injury prevention plan identified in the Accident, Illness and Injury Prevention Policy.

Washougal Police Department

Washougal PD Policy Manual

Occupational Disease and Work-Related Injury Reporting

1023.3.3 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police shall review and forward copies of the report to Human Resources. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1023.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented in a memo to the Chief of Police by the employee or a supervisor.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that they desired no medical attention at the time of the report. By signing, the member does not preclude their ability to later seek medical attention.

1023.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, their agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to the Chief of Police as soon as possible.

1023.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than ten (10) days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Personal Appearance Standards

1024.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance in a manner that projects a professional image appropriate for this department and for their assignment.

1024.2 GROOMING STANDARDS

Unless otherwise stated, and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1024.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1024.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1024.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1024.2.4 FACIAL HAIR

Facial hair may be worn. Authorized facial hair includes sideburns, mustaches, goatees, beards, and eyebrows.

The following guidelines must be adhered to by personnel wearing facial hair:

- (a) Facial hair must not be longer than a quarter (1/4) inch in length.
- (b) Beards and goatees must be worn with a mustache.
- (c) No portion of the beard, mustache, or goatee may be exceptionally longer than the rest.
- (d) Facial hair shall be kept clean, neatly trimmed, and present a conservative, professional appearance.
- (e) The neck must remain clean shaven.
- (f) Patches or clumps of hair such as "soul patches" are not permitted.

Washougal Police Department

Washougal PD Policy Manual

Personal Appearance Standards

- (g) Facial hair shall not be dyed in unnatural colors. (Examples of unnatural colors include green, yellow, purple, etc.)

1024.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1024.2.6 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1024.3 TATTOOS

While on-duty or representing the Department in any official capacity, members are permitted to display tattoos or other body art. However, at no time while on-duty or representing the Department in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

1024.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Chief of Police. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.

Washougal Police Department

Washougal PD Policy Manual

Personal Appearance Standards

- (d) Branding or scarification.

Uniform Regulations

1025.1 PURPOSE AND SCOPE

The uniform policy of the Washougal Police Department is established to ensure that uniformed officers will be reasonably identifiable to the public through the proper use and wearing of department uniforms (RCW 10.116.050).

Employees should also refer to the following associated policies:

- Department-Owned and Personal Property
- Body Armor
- Personal Appearance Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or the authorized designee. That manual should be consulted regarding authorized equipment and uniform specifications.

1025.1.1 DEFINITIONS

Reasonably identifiable – The officer's uniform clearly displays the officer's name or other information that members of the public can see and the department can use to identify the officer (RCW 10.116.050).

1025.2 POLICY

The Washougal Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity, and frequency agreed upon in the respective employee group's collective bargaining agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1025.3 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.

Washougal Police Department

Washougal PD Policy Manual

Uniform Regulations

- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.
- (h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while they are off duty.
- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (j) Visible jewelry, other than those items listed below, shall not be worn with the uniform-unless specifically authorized by the Chief of Police or their designee.
 - 1. Wrist watch.
 - 2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
 - 3. Medical alert bracelet.

1025.3.1 DEPARTMENT-ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department-issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department-issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Captain.

1025.4 UNIFORM CLASSES

1025.4.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

- (a) Long sleeve shirt with tie.
- (b) Polished shoes.

Boots with pointed toes are not permitted.

1025.4.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

Washougal Police Department

Washougal PD Policy Manual

Uniform Regulations

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short sleeve shirt may be worn with the collar open. No tie is required.
- (b) A white, navy blue or black crew neck t-shirt must be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.
- (d) Shoes for the Class B uniform may be as described in the Class A uniform.
- (e) Approved all black unpolished shoes may be worn.
- (f) Boots with pointed toes are not permitted.

1025.4.3 CLASS C UNIFORM

The Class C uniform may be established to allow field personnel cooler clothing during the summer months or special duty. The Chief of Police will establish the regulations and conditions for wearing the Class C Uniform and the specifications for the Class C Uniform.

1025.4.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, Detectives, SWAT Officers and other specialized assignments. Non-patrol polo shirts will be black without shoulder patches. The cloth badge will be sewn on the left side and centered with the second button. The officer's last name will be sewn on the right side and centered to the badge and will include the officer's rank abbreviation.

1025.4.5 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1025.5 INSIGNIA AND PATCHES

- (a) **Shoulder Patches** - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) **Service stripes, stars, etc.** - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.
- (c) **The regulation nameplate, or an authorized sewn on cloth nameplate**, shall be worn at all times while in uniform. The nameplate shall display the employee's last name. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (d) **When a jacket is worn**, the nameplate or an authorized sewn-on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

Washougal Police Department

Washougal PD Policy Manual

Uniform Regulations

- (e) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (f) Flag Pin - A flag pin may be worn, centered above the nameplate.
- (g) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.
- (h) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

1025.5.1 MOURNING BADGE

Uniformed employees should wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

1025.6 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.
- (d) The following items shall not be worn on duty:
 - 1. T-shirt alone.
 - 2. Open toed sandals or thongs.
 - 3. Swimsuit, tube tops, or halter-tops.
 - 4. Spandex type pants or see-through clothing.

Washougal Police Department

Washougal PD Policy Manual

Uniform Regulations

- 5. Distasteful printed slogans, buttons or pins.
- (e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Washougal Police Department or the morale of the employees.

1025.6.1 UNIFORMS AND EQUIPMENT

The employer shall provide each new officer who is required to wear a uniform three (3) complete uniforms in good condition. Replacement of uniforms and/or equipment, in whole or in part, shall occur as needed. The officer shall certify to the Chief or their alternate that such replacement is necessary, and the Chief shall issue a purchase order for the required items. The City shall provide dry cleaning for one complete uniform per week at a location designated by the City. A \$300 per person per year account will be maintained and be administered by the Chief of Police for plain clothed officers. These funds can be spent upon the Chief's approval (cleaning will be paid only for department issued uniforms).

1025.7 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Washougal Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify themselves as an employee of the Washougal Police Department, to do any of the following:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast or any website.

1025.8 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department-issued item.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:
 - 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.

Washougal Police Department

Washougal PD Policy Manual

Uniform Regulations

2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (See the Department-Owned and Personal Property Policy).

1025.9 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Washougal Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Washougal Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Nepotism and Conflicting Relationships

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination, or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1026.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction where the Department employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee who is vested with authority by law, rule or regulation, or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1026.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department does not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

Washougal Police Department

Washougal PD Policy Manual

Nepotism and Conflicting Relationships

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
 - (c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.
 - (d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
 - (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive, or registered sex offender, or who engages in serious violations of state or federal laws.

1026.2.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify their uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify their uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1026.2.2 SUPERVISORS RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations, whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

Domestic Violence Involving Law Enforcement Employees

1027.1 PURPOSE AND SCOPE

This policy establishes procedures, protocols and actions for investigating and reporting domestic violence involving employees of this and other law enforcement agencies. The intent of this policy is to ensure that law enforcement employees are held to the standards of the law regarding domestic violence (RCW 10.99.090).

1027.1.1 DEFINITIONS

Agency - Means a general authority Washington law enforcement agency as defined in RCW 10.93.020.

Employee - Means any person currently employed with an agency.

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.

1027.2 DEPARTMENT RESPONSIBILITIES

The Washougal Police Department has the following obligations (RCW 10.99.030; RCW 10.99.090):

- (a) Provide pre-hire screening procedures reasonably calculated to disclose whether an applicant for a sworn employee position has a history of domestic violence, child abuse allegations, or has been subject to protective order.
- (b) Maintain ongoing and meaningful relationships with victim advocacy groups and other domestic violence professionals in the community.
- (c) Provide education to Washougal Police Department employees on the dynamics of interpersonal violence.
- (d) In response to observed behavior or at the request of the employee, the Washougal Police Department may offer or recommend intervention services to employees. If domestic violence is suspected, the referral should be to a domestic violence specialist.
- (e) Any employee who becomes aware of domestic violence committed by a sworn employee must immediately report that allegation to the employee's supervisor.
- (f) Recognize that employees who disclose that they have personally engaged in criminal acts of domestic violence are not entitled to confidentiality. Such acts shall be investigated administratively and criminally as appropriate.
- (g) Provide information to employing law enforcement agencies within 24 hours of a domestic violence or domestic dispute report involving a sworn officer.
- (h) Provide information on this domestic violence policy and programs under RCW 43.20A.735 to employees and make it available to employee families and the public.

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence Involving Law Enforcement Employees

- (i) Provide victims of domestic violence by Washougal Police Department employees a department point of contact to assist the victim through the investigative process. Consideration should be given to selecting a point of contact at least one rank higher than the perpetrator, and would ideally be someone other than the investigator.
- (j) Provide victims of domestic violence by Washougal Police Department employees contact information about public and private nonprofit domestic violence services and information regarding relevant confidentiality policies related to the victim's information.
- (k) Respond to Washougal Police Department employees who are alleged victims of violence at the hands of sworn employees of the Washougal Police Department. Safety concerns and domestic violence services information will be reviewed with the victim employee.
- (l) Provide for an impartial administrative investigation and appropriate criminal investigation of all acts of domestic violence allegedly committed by a sworn employee and appropriate sanctions when it is found that an employee has committed an act of domestic violence. Administrative investigations may be conducted by the Washougal Police Department or through agreements with other law enforcement agencies.
- (m) Consider whether to relieve a sworn employee of Department-issued weapons and suspend law enforcement powers pending resolution of an investigation.

1027.2.1 SUPERVISOR RESPONSIBILITIES

Supervisors are required to:

- (a) Be aware of behaviors in their subordinates that could be indicative of domestic violence and properly process observations of such behavior.
- (b) Ensure that domestic violence incidents are properly recorded and processed according to this policy.

1027.2.2 CAPTAIN RESPONSIBILITIES

A Captain notified of an incident covered by this policy shall notify the Chief of Police promptly of such incident and:

- (a) If a Washougal Police Department employee is involved, the Captain shall:
 - 1. Determine if the involved employee's law enforcement powers shall be suspended and if a duty weapon and other department-owned equipment shall be removed pending investigation outcome and possible prosecutorial charging decision.
 - 2. Issue an administrative order prohibiting contact with the victim if appropriate.
 - 3. Forwarded information on the incident to the Chief of Police for review and further action.
 - 4. Respond or designate a command officer to respond to a scene if the involved employee is a sergeant or above or if the situation dictates command presence.
- (b) If an employee of another law enforcement agency is involved, the Captain shall:

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence Involving Law Enforcement Employees

1. Verify command notification of the employing agency.
2. Verify the supervisor has offered assistance with removing weapons, police powers, or other applicable issues.
3. Ensure that the Washougal Police Department provides appropriate reports and any other requested documentation to the employing agency.

1027.2.3 ADMINISTRATIVE RESPONSIBILITIES

The department will observe all other appropriate policies and procedures generally applicable to the investigation of alleged misconduct. The department will respect rights of the accused employee under applicable collective bargaining agreements and case law. Administrative investigations will be conducted through the agency or by an outside agency as directed by the agency head:

- (a) When any Washougal Police employee is arrested or charges filed involving a domestic violence.
- (b) Where articulable facts exist regarding domestic violence behavior by the employee, even if the employee is not arrested or charged.
- (c) Where sufficient information exists, the department will make appropriate restrictions to assignments, law enforcement powers, building and records access and consider administrative reassignment and/or leave.
- (d) In determining the proper course of administrative action, the department may consider consulting with treatment professionals and reviewing such factors as the employee's past conduct and history of complying with agency rules.
- (e) Department employees may be ordered to undergo a fitness for duty evaluation or assessment by a domestic violence treatment provider prior to any disposition, depending on circumstances and in accordance with administrative policy, applicable collective bargaining agreements, and civil service standards.
- (f) The domestic violence specialist will coordinate with the appropriate advocacy organization to assist with victim safety concerns. Victim notification in each step of the administrative process is critical to victim safety.
- (g) Disciplinary action may be taken following the completion of the investigation up to and including termination.

1027.3 EMPLOYEE ACTIONS

Law enforcement employees have the following obligations or entitlements (RCW 10.99.090):

- (a) Employees are entitled to seek assistance through the employee assistance program, employee peer counselors, chaplains, or psychological professionals, however, in situations where family violence is indicated a referral to a domestic violence specialist is critical.
- (b) Employees with knowledge or information about any sworn employee in violation of this policy must report in writing to their supervisor as soon as possible, but no later than 24 hours. Failure to report may subject the employee to disciplinary action.

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence Involving Law Enforcement Employees

- (c) Employees who are victims of domestic violence are encouraged to request assistance, but are not subject to punitive measures for failing to report their abuse.
- (d) Employees should be alert to the likelihood of victim or witness intimidation and shall immediately take appropriate action. This action will include but is not limited to the report to their supervisor within 24 hours.
- (e) Employees are expected to fully cooperate with the investigation of allegations under this policy but only as requested by a supervisor or by court subpoena.
- (f) When a law enforcement agency responds to a call in which a sworn employee is alleged to have been involved in a domestic dispute or committed an act of domestic violence, the involved employee must immediately report that police response to the employee's supervisor. A written report must follow within 24 hours, subject to the agency's internal investigatory process.
- (g) When an employee becomes the subject of an investigation for child abuse or neglect, or becomes subject to an order under RCW 26.44.063 or an order of protection under RCW 7.105.100 et seq. or any equivalent order issued by another state or tribal court, that employee must immediately report the fact to the employee's supervisor. A written report must follow within 24 hours to include a copy of any order and any notices of court dates, appearances, and proceedings received by the employee.

1027.4 INCIDENT RESPONSE

Any notification of any incident of domestic violence involving any law enforcement officer requires a prompt response, full investigation, and a complete written report by this department (RCW 10.99.030). These incidents additionally require:

- (a) On-scene supervisory presence.
- (b) Notification through the chain of command to the Chief of Police of this department; and if the incident involves employees of another agency, notification of the agency head of the employing agency.
- (c) The Chief of Police may delegate responsibility for receiving such reports to a specialized unit and/or specific person. Anyone so designated the Domestic Violence Specialist or Domestic Violence Unit should have specialized training regarding the dynamics of violent relationships, victim safety and the role of advocacy. The point of contact or unit supervisor should review each referral for any potential conflict of interest.
- (d) In the event of a report of domestic violence alleged to have been committed by the Chief of Police, prompt notification will be made to the employing entity's chief executive officer, or, in the case of an elected Sheriff, the County's Prosecutor.

1027.4.1 DOMESTIC VIOLENCE SPECIALIST RESPONSE

The domestic violence specialist, typically a detective, will review the report and coordinate with the investigative unit or the agency of jurisdiction.

- (a) For all situations involving an employee of the department, the specialist will contact the victim, introduce the point of contact and provide an update regarding the administrative process.

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence Involving Law Enforcement Employees

- (b) The specialist will inform the victim that any information disclosed during either the criminal or administrative investigation is subject to public disclosure laws and policies of the department.
- (c) The specialist will coordinate with the appropriate prosecutor's office regarding charging and prosecution.
- (d) The specialist will coordinate with the appropriate agency advocacy organization to assist with victim safety concerns. Victim notification of each step in the administrative process is critical to victim safety.
- (e) All completed investigations of domestic violence committed by any sworn law enforcement employees shall be promptly forwarded to the appropriate prosecuting attorney authority for a charging decision.

1027.4.2 PATROL RESPONSE

A patrol officer responding to an incident described as domestic violence involving a law enforcement officer should, whenever possible, request a supervisory response.

- (a) The primary unit will conduct a thorough investigation, including, but not limited to:
 - 1. Photographs of the crime scene and any injuries identified.
 - 2. Statements from all witnesses, including children, if any.
 - 3. The Domestic Violence Supplemental Report Form.
 - 4. Seizure of any weapons used or referred to in the crime.
 - 5. Signed medical releases.
 - 6. Copies of dispatch (CAD) records.
 - 7. 9-1-1 call recording preserved.
 - 8. Statement of the victim; statement of the suspect.
 - 9. Determine 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.
 - 10. Complete the report as soon as possible, but prior to the completion of their shift.
- (b) Patrol units responding to suspicious circumstances, compelling third-party accounts of incidents, unexplained property damage, or other troubling events involving law enforcement officers will complete written reports of the incident.
- (c) A copy of all reports of the incident should be forwarded to the appropriate investigator. Access to the report should then be restricted to some form of "read only" version or physically secured.

1027.4.3 PATROL SUPERVISOR RESPONSE

A patrol supervisor shall:

- (a) Respond whenever practical to the scene of any domestic violence incident involving sworn employees of this department regardless of jurisdiction. Supervisors will

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence Involving Law Enforcement Employees

coordinate information and offer assistance to the agency of jurisdiction to provide a complete investigation.

- (b) Respond to the scene of all domestic violence incidents within the jurisdiction of the Washougal Police Department involving any law enforcement officer.
- (c) Coordinate the investigation, applying appropriate resources and special units such as forensics, photography, domestic violence specialists, advocates and ensuring command notification.
- (d) Write a report on all incidents, whether deemed criminal or not and route it through the chain of command.
- (e) In the event of the arrest of a sworn employee of the Washougal Police Department, contact the Chief of Police who will order the surrender of the officer's Department-issued weapons and identification. Consideration should be given to other agency equipment and inquiries made about voluntary surrender of personal weapons that may be secured for safekeeping.
- (f) In the event of the arrest of a sworn employee of another agency, contact that agency prior to custody transport and request authorization to seize that employee's agency-issued weapons or arrange for the employing agency to obtain them.
- (g) Endeavor to make a good faith effort to locate the suspect if there is probable cause for an arrest.
- (h) Explain the process to the victim, including the opportunity for applicable emergency protection orders, administrative no-contact orders, and confidentiality statutes and policies.
- (i) Provide the victim with a copy of this policy and WPD contact information, acting as the point of contact until another assignment is made.

1027.5 VICTIM SAFETY ASSISTANCE AND NOTIFICATION

The Washougal Police Department will work with community resources and domestic violence advocacy agencies and shall make available to the victim (RCW 10.99.090):

- (a) Information on how to obtain protective orders and/or removal of weapons from the victim's home.
- (b) Assistance with obtaining such orders in coordination with domestic violence victim advocates.
- (c) A copy of this policy and any agency confidentiality policy.
- (d) Information about public and private domestic violence advocacy resources to include the Washington State Domestic Violence Hotline.
- (e) Information related to relevant confidentiality policies related to the victim's information and public disclosure as provide by law.

Washougal Police Department

Washougal PD Policy Manual

Domestic Violence Involving Law Enforcement Employees

- (f) The Washougal Police Department will coordinate victim notification regarding criminal and administrative investigative processes through the designated agency liaison in order to assist with victim safety.

Department Badges

1028.1 PURPOSE AND SCOPE

The Washougal Police Department badge, uniform patch, and the likeness of these items, as well as the Washougal Police Department's name, are the property of the Department and their use is restricted as set forth in this policy.

1028.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1028.2.1 FLAT BADGE

Sworn officers, with the written approval of the Chief of Police may purchase, at their own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) An officer may sell, exchange, or transfer the flat badge they purchased only to another officer of the Washougal Police Department, and only with the written approval of the Chief of Police.
- (b) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, they shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.
- (c) An honorably retired officer may keep their flat badge upon retirement.
- (d) The purchase, carrying, or display of a flat badge is not authorized for non-sworn personnel.

1028.2.2 NON-SWORN (CIVILIAN) PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g., Administrative Assistant, Animal Control Officer, Police Administrative Support Specialist).

Non-sworn personnel shall not display any department badge except as a part of their uniform and while on duty or otherwise acting in an official and authorized capacity.

Non-sworn personnel shall not display any department badge or represent themselves, on or off duty, in such a manner that would cause a reasonable person to believe that they are a sworn peace officer.

1028.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement, employees may purchase their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia, as other uses of the badge may be unlawful or in violation of this policy.

Washougal Police Department

Washougal PD Policy Manual

Department Badges

1028.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch, and department name for all material (printed matter, products or other items) developed for Department use shall be subject to approval by the Chief of Police.

Employees shall not loan their department badge or identification card to others, and shall not permit the badge or identification card to be reproduced or duplicated.

1028.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the express authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Washougal Police Department. The following modifications shall be included:
 - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
 - 2. The badge number portion displays the initials of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

Temporary Modified-Duty Assignments

1029.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, or current collective bargaining agreements or memorandums of understanding. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1029.2 POLICY

Subject to operational considerations, the Washougal Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1029.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Washington Law Against Discrimination shall be treated equally, without regard to any preference for a work-related injury.

No position in the Washougal Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1029.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Captain or authorized designee. The request should, as applicable, include a certification from the treating medical professional containing:

Washougal Police Department

Washougal PD Policy Manual

Temporary Modified-Duty Assignments

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Captain will make a recommendation to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with human resources or the City Attorney as appropriate.

1029.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the appropriate Captain or designee.

1029.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisor of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisor no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to their Captain that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1029.5.2 SUPERVISOR RESPONSIBILITIES

The appropriate Captain shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of the Captain shall include, but are not limited to:

- (a) Periodically apprising the Chief of Police of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Chief of Police and ensuring that the required documentation facilitating a return to full duty is received from the employee.

Washougal Police Department

Washougal PD Policy Manual

Temporary Modified-Duty Assignments

- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1029.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1029.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Department should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4; RCW 43.10.005.).

1029.7.1 NOTIFICATION

Pregnant employees shall notify their immediate supervisor as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1029.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

1029.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their Captain of any inability to maintain any certification, training or qualifications.

Speech, Expression, and Social Networking

1030.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Washougal Police Department.

This policy applies to all forms of communication including but not limited to digital media, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1030.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Washougal Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member's rights against the needs and interests of the Department when exercising a reasonable degree of control over its members' speech and expression.

1030.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of Washougal Police Department members, such as posting personal information in a public forum or posting a photograph taken with a Global Positioning System (GPS)-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow department member.

Washougal Police Department

Washougal PD Policy Manual

Speech, Expression, and Social Networking

- Otherwise disclosing where another officer can be located off-duty.

1030.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

To meet the safety, performance, and public-trust needs of the Washougal Police Department, the following are prohibited unless the speech is otherwise protected (e.g., a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Department or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation, or professionalism of the Department or its members. Examples may include:
 - 1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
 - 2. Expression that demonstrates support for criminal activity.
 - 3. Participation in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing members by informing criminals of details that could facilitate an escape or attempted escape).
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, digital media, or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.
- (g) Posting, transmitting, or disseminating any photographs, digital media or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Washougal Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Washougal Police Department

Washougal PD Policy Manual

Speech, Expression, and Social Networking

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Washougal Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity.
- (d) Appear in any commercial, social, or nonprofit publication; or any motion picture, film, video, or public broadcast; or on any website.

Additionally, when it can reasonably be construed that a member, acting in their individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Washougal Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

1030.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published or maintained through file-sharing software or any internet site, including social media, that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

The Department shall not require a member to disclose a personal username or password or open a personal social website unless otherwise allowed under Washington law (RCW 49.44.200).

Washougal Police Department

Washougal PD Policy Manual

Speech, Expression, and Social Networking

1030.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of their duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1030.7 TRAINING

Subject to available resources, the Department should provide training regarding the limitations on speech, expression, and use of social networking to all members of the Department.

Accident, Illness and Injury Prevention

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Washougal Police Department, in accordance with the requirements of an Accident, Illness and Injury Prevention Program (AIIPP) (WAC 296-800-140 et seq.).

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

1031.2 POLICY

The Washougal Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related accidents, illness and injuries. The Department will establish and maintain an AIIPP and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1031.3 ACCIDENT, ILLNESS AND INJURY PREVENTION PLAN

The Chief of Police is responsible for developing an accident, illness and injury prevention plan that shall include (WAC 296-800-14005):

- (a) A description of the entire accident, illness and injury plan, including workplace safety and health training programs.
- (b) A safety orientation that covers all components of the AIIPP.
- (c) Regularly scheduled safety meetings.
- (d) Posted or distributed safety information (WAC 296-800-19005; WAC 296-800-20005).
- (e) A system for members to anonymously inform management about workplace hazards.
- (f) Establishment of a safety and health committee that will (WAC 296-800-130):
 - 1. Meet regularly.
 - 2. Prepare a written record of safety and health committee meetings.
 - 3. Review the results of periodic scheduled inspections.
 - 4. Review investigations of accidents and exposures.
 - 5. Make suggestions to command staff for the prevention of future incidents.
 - 6. Review investigations of alleged hazardous conditions.
 - 7. Submit recommendations to assist in the evaluation of member safety suggestions.

Washougal Police Department

Washougal PD Policy Manual

Accident, Illness and Injury Prevention

8. Assess the effectiveness of efforts made by the Department to meet applicable standards (WAC 296-800-100 et seq.).
- (g) Establishing a process to ensure workplace accidents involving a fatality or in-patient hospitalization of any member are reported as required to the Washington Department of Labor and Industries (WAC 296-27-031).
- (h) On-the-job review and training of the practices necessary to perform the initial job assignments in a safe manner and how to properly address hazards.
- (i) Instruction on reporting injuries and location of first-aid facilities.
- (j) The use and care of required personal protective equipment (PPE).
- (k) The proper actions to take during emergencies, including the routes for exiting work areas.
- (l) Identification of the hazardous gases, chemicals or materials, along with the instructions on their safe use and emergency action following accidental exposure.
- (m) The development, supervision, implementation and enforcement of training programs to improve the skill, awareness and competency of all members regarding occupational safety and health (WAC 296-800-14020).

1031.3.1 SAFETY COMMITTEE

The Washougal Police Department maintains a safety committee to communicate and evaluate safety and health issues that may affect members and to promote a safe and healthy work environment. The safety committee should include employee-elected and department-selected members. The number of employee-elected members must equal or exceed the number of department-selected members. A chairperson of the committee shall be elected (WAC 296-800-13020).

The safety committee will:

- (a) Review safety and health inspection reports to help correct safety standards.
- (b) Evaluate accident investigations conducted since the last meeting to determine if the causes of the unsafe situation were identified and corrected.
- (c) Evaluate the AIIPP and discuss recommendations for improvement, if needed.
- (d) Document attendance.
- (e) Write down the subject discussed.
- (f) Prepare minutes of each meeting that shall be made available for review by safety and health consultation personnel of the Washington Department of Labor and Industries.

1031.4 ADMINISTRATIVE CAPTAIN RESPONSIBILITIES

The responsibilities of the Administrative Captain include but are not limited to:

- (a) Managing, implementing, and enforcing a plan to reduce the incidence of member accident, illness, and injury (WAC 296-800-14025).

Washougal Police Department

Washougal PD Policy Manual

Accident, Illness and Injury Prevention

- (b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation that includes a discussion of safety and health policies and procedures.
 - 2. Regular member review of the accident, illness, and injury prevention plan.
- (c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:
 - 1. Informing members of the accident, illness, and injury prevention guidelines.
 - 2. Recognizing members who perform safe work practices.
 - 3. Ensuring that the member evaluation process includes member safety performance.
 - 4. Ensuring department compliance to meet standards regarding the following:
 - (a) Communicable diseases (WAC 296-823-100 et seq.)
 - (b) PPE (WAC 296-800-160 et seq.)
 - (c) Respiratory protection (WAC 296-800-160)
 - (d) First aid (WAC 296-800-150 et seq.)
 - (e) Safe workplace (WAC 296-800-110 et seq.)
 - (f) Emergency Action Plan and Fire Prevention Plan (WAC 296-24-567)
 - (g) Walking-working surfaces (WAC 296-24-735 et seq.; WAC 296-24-740 et seq.).
- (e) Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available a form to document individual incidents or accidents.
- (g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training, and training providers.
- (h) Conducting and documenting a regular review of the illness and injury prevention plan.

1031.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with accident, illness and injury prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

Washougal Police Department

Washougal PD Policy Manual

Accident, Illness and Injury Prevention

- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to accident, illness and injury prevention; such forms and reports shall be submitted to the Administrative Captain.
- (e) Notifying the Administrative Captain when:
 - 1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational accidents, illnesses and injuries occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

1031.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Chief via the chain of command.

The Chief will take appropriate action to ensure the accident, illness and injury prevention plan addresses potential hazards upon such notification.

1031.6.1 BLOODBORNE PATHOGENS (BBP) AND OTHER POTENTIALLY INFECTIOUS MATERIALS (OPIM)

In conducting law enforcement duties police officers have a high potential to be exposed to blood and OPIM in the process of conducting their routine duties.

- (a) The department operates in accordance with Chapter 296-823 WAC.
- (b) The department participates in New Hire training for all employees. Annual BBP and OPIM training are conducted thereafter. Training materials can be provided with a request. Requests should be made to the department's Administrative Captain.

Washougal Police Department

Washougal PD Policy Manual

Accident, Illness and Injury Prevention

Completion of training is tracked and attendance list is kept on file within the Department.

Determination (WAC 296-823-11005):

- (a) All employees of the Department have the potential for occupational exposure to BBP or OPIM.
- (b) Tasks related to occupational exposure could include but are not limited to:
 - 1. Interactions with the public in a first responder capacity
 - 2. Interactions with the public in a law enforcement capacity
 - 3. Interactions with the public in a code enforcement capacity
 - 4. Interactions with the public in an animal code enforcement capacity
 - 5. Evidence Handling

1031.6.2 CONFINED SPACES

The Washougal Police Department recognizes the possibility that its members may be required to enter confined spaces.

The Department focuses on confined space awareness training in order to ensure that each member is acting in accordance with (WAC 269-809-100):

- (a) Designated roles
- (b) How to identify and evaluate hazards
- (c) Use of equipment
- (d) How to prevent unauthorized entry
- (e) How to coordinate entry
- (f) How to rescue entrants

Only employees who have completed confined space training should attempt to enter a confined space in the course of work.

Members are required to report any hazards they encountered or created during the course of entry operations.

- (a) Reporting can be done through a debriefing or during the course of entry operations.

1031.6.3 HEAT EXPOSURE

During the months of May through September department members should remain aware of the risks to themselves from heat exposure and supervisors should remind members of the risks during shift meetings.

- (a) Members are expected to self-manage heat and hydration levels.
- (b) Members are given access to water.
- (c) Members are allowed to take necessary breaks from the heat.

Responding to reports or observations of heat-related illness:

Washougal Police Department

Washougal PD Policy Manual

Accident, Illness and Injury Prevention

Let a supervisor or someone nearby know if you or a co-worker is experiencing any signs or symptoms of heat-related illness and take immediate action to ensure things don't get dangerously worse.

- (a) Time is critical. Get the worker away from the hot area into a cool shaded area. Quick action increases the chances for a full recovery.
- (b) Let the worker rest and drink cool water.
- (c) Never leave an employee who is experiencing heat-related problems alone, things could get worse.
- (d) If the employee does not respond quickly, call emergency medical services.

If the employee receives medical attention get a written authorization from the provider that the worker can get back to work and if there is any restriction or limitations.

1031.6.4 LEAD EXPOSURE

Lead particles are released into the air every time lead-based ammunition is fired and can stay airborne for hours. Settled particles create a layer of toxic dust on work surfaces and, if disturbed by work activities, become airborne again. Lead dust transferred to clothes, skin, and hair can cause additional exposures outside of the workplace (e.g., at home).

Inhaling lead particles or ingesting lead (e.g., eating food contaminated with lead transferred from contaminated hands or surfaces) may cause a variety of health problems such as nausea, fatigue, muscle weakness, kidney disease, irritability, and reproductive damage. The risk for health problems increases with increased exposure. Lead can accumulate in the body and stay for years.

In order to mitigate the risk of lead exposure the department has taken several steps to mitigate possible exposure:

- (a) The use of non-lead base ammunition.
- (b) The use of the best available firing range within a practical distance that meets or exceeds OSHA standards for:
 - 1. Air quality, ventilation, and filtration.
- (c) Surface contamination, frequency, and thoroughness of cleaning the physical environment.
- (d) The use of D-Lead® leading solutions, such as hand washing soaps, and cleaning solutions.
- (e) Health and safety standard for employees, regular lead testing, and proper use of personal protective equipment.
- (f) The department conducts lead awareness training on firing days, including;
 - 1. Prohibiting eating and drinking while at the range,
 - 2. Prohibiting the application of cosmetics (lip balm, etc.) while at the range,
 - 3. Prohibiting smoking while at the firing range,

Washougal Police Department

Washougal PD Policy Manual

Accident, Illness and Injury Prevention

4. General lead dangers and ways it can enter the body,
 5. Side effects of lead poisoning, and
 6. Employees are directed to WAC 296-62-07519 Appendix A and B, for more information. This is made available to all employees at the firing range.
- (g) Employees are required to change clothing, shoes, and shower whenever possible before entering an area where eating or drinking takes place, such as a break room or lunch room. If these are not options, proper lead removal from clothing must take place via vacuuming or another process to remove lead dust.
- (h) Information regarding lead exposure and the possibility of cross-contamination into vehicles and the home, via lead dust accumulating on shoes and clothing, is distributed to all new hires.
- (i) The department's laundering facility is aware of possible lead contamination of uniforms.
- (j) Lead blood testing is offered, annually or by request to all Firearms Officers.
1. If elevated levels of lead are found to be present the WPD follows WAC 296-62-07521 guidance for medical surveillance and examinations.

Information about lead and current training materials are also readily available at the department upon request.

1031.6.5 NOISE EXPOSURE

The Washougal Police Department recognizes the possibility of occupational noise exposure.

These exposures include but are not limited to:

- (a) The use of firearms.
- (b) Sirens in the course of duty.
- (c) Alarm systems, such as security, fire alarms, or car alarms.

The Department tests the hearing of all new hires as a standard practice.

- (a) Audiometric testing is conducted on each member annually
- (b) Records of hearing tests are kept within the department in each employee's medical file.

1031.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Chief shall ensure that the appropriate documentation is completed for each inspection.

Washougal Police Department

Washougal PD Policy Manual

Accident, Illness and Injury Prevention

1031.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1031.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1031.9 TRAINING

The Chief shall work with the Captains to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices (WAC 296-800-14020). Training shall be provided:

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1031.9.1 TRAINING TOPICS

The Operations Captain shall ensure that training includes:

Washougal Police Department

Washougal PD Policy Manual

Accident, Illness and Injury Prevention

- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of bloodborne pathogens and other biological hazards.
- (g) Prevention of heat and cold stress.
- (h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Back exercises/stretchers and proper lifting techniques.
- (l) Avoidance of slips and falls.
- (m) Good housekeeping and fire prevention.
- (n) Other job-specific safety concerns.

1031.10 RECORDS

Records and training documentation relating to accident, illness and injury prevention will be maintained in accordance with the established records retention schedule.

Safety committee records shall be retained for a minimum of one year (WAC 296-800-13020).

Line-of-Duty Deaths

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Washougal Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy for a non-line-of-duty member death, or in situations where members are injured in the line of duty and the injuries are life-threatening.

1032.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of an officer during the course of performing law enforcement-related functions while on- or off-duty, or a non-sworn member during the course of performing assigned duties.

For an officer, a line-of-duty death includes death that is the direct and proximate result of a personal injury sustained in the line of duty (34 USC § 10281).

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin, or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1032.2 POLICY

It is the policy of the Washougal Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1032.3 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Patrol Sergeant, or the authorized designee should select at least two members to conduct notification of survivors.

Notifying members should:

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity, and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities, and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends, or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting child care or other immediate needs.
- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes, and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivors' names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Washougal Police Department members may be apprised that survivor notifications are complete.

1032.3.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1032.4 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shifts. Members reporting for duty from their residences should be instructed to contact their supervisors as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1032.5 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Wellness Support Liaison.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed. The Department should consider seeking assistance from surrounding law enforcement agencies to fill liaison and coordinator positions, as appropriate.

1032.5.1 DEPARTMENT LIAISON

The Department Liaison should be a Captain or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System.
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-staff.
- (g) Reminding department members of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.
- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1032.5.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Establish a command post or incident command system, as appropriate, to facilitate management of the situation and its impact on hospital operations (e.g., influx of people, parking).
- (b) Arrange for appropriate and separate waiting areas for:
 - 1. The survivors and others whose presence is requested by the survivors.
 - 2. Department members and friends of the deceased member.
 - 3. Media personnel.

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

- (c) Ensure, as practicable, that any suspects who are in the hospital and their families or friends are not in proximity to the member's survivors or Washougal Police Department members (except for members who may be guarding a suspect).
- (d) Arrange for survivors to receive timely updates regarding the member before information is released to others.
- (e) Arrange for survivors to have private time with the member, if requested.
 - 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 - 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (f) Stay with survivors and provide them with other assistance as needed at the hospital.
- (g) If applicable, explain to the survivors why an autopsy may be needed.
- (h) Make arrangements for hospital bills to be directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment, and that the member's residence address, insurance information, and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting their actions at the conclusion of duties.

1032.5.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Captain. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- The selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
 - 1. Items should not be delivered to the survivors until they are ready to receive the items.
 - 2. Items not retained as evidence should be delivered in a clean, unmarked box.
 - 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 - 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.
 - 1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the Wellness Support Liaison for survivors to have access to available counseling services.
- (h) Coordinating with the department's Public Information Officer (PIO), Chief of Police, or authorized designee, to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.
- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services (e.g., as applicable, the Annual Candlelight Vigil at the National Law Enforcement Officers Memorial), or other functions as appropriate.

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1032.5.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the department wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:
 - 1. Members involved in the incident.
 - 2. Members who witnessed the incident.
 - 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Making arrangements for members who were involved in or witnessed the incident to be relieved of department responsibilities until they can receive wellness support.
- (c) Making wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to inform survivors of available wellness support and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

1032.5.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison, and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

- (c) Coordinating the funeral activities of the Department, including but not limited to the following:
 - 1. Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Bell/rifle salute
 - 2. Bagpipers/bugler
 - 3. Uniform for burial
 - 4. Flag presentation
 - 5. Last radio call
- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.
- (g) Addressing event-related logistical matters (e.g., parking, visitor overflow, public assembly areas).

1032.5.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Washougal Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform duties in accordance with the Outside Agency Assistance Policy.

Where practicable, the Chief of Police should appoint a mutual aid coordinator to identify external resources in advance of any need (e.g., regional honor guard teams, county- or state-wide resources).

1032.5.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the following:
 - 1. Public Safety Officers' Benefits Program, including financial assistance available through the Public Safety Officers' Educational Assistance (PSOEA) Program, as applicable (34 USC § 10281 et seq.).
 - 2. Social Security Administration.
 - 3. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
 - 1. Death benefit (RCW 41.26.510)
 - 2. Education benefit (RCW 28B.10.567; RCW 28B.15.380; RCW 28B.15.520)
 - 3. Retirement benefits (RCW 41.04.393)
- (d) Researching and assisting survivors with application for other survivor benefits such as:
 - 1. Private foundation survivor benefits programs.
 - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by police associations and other organizations.
- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
 - 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1032.5.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:
 - (a) Paying survivors' travel costs if authorized.
 - (b) Transportation costs for the deceased.
 - (c) Funeral and memorial costs.

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

- (d) Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1032.6 PUBLIC INFORMATION OFFICER (PIO)

In the event of a line-of-duty death, the department's PIO, Chief of Police, or authorized designee, should be the department's contact point for the media. As such, they should coordinate with the Department Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Instruct department members to direct any media inquiries to the PIO, Chief of Police, or authorized designee.
- (c) Prepare necessary press releases.
 - 1. Coordinate with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 - 2. Disseminate important public information, such as information on how the public can show support for the department and deceased member's survivors.
- (d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
 - 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to department members, other agencies, and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media have obtained identifying information for the deceased member prior to survivor notification, the PIO, Chief of Police, or authorized designee should request that the media withhold the information from release until proper notification can be made to survivors. The PIO, Chief of Police, or authorized designee should notify media when survivor notifications have been made.

1032.7 INVESTIGATION OF THE INCIDENT

The Chief of Police should make necessary assignments to conduct thorough investigations of any line-of-duty death and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Washougal Police Department

Washougal PD Policy Manual

Line-of-Duty Deaths

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends, or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1032.8 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1032.9 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

Wellness Program

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1033.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

Peer supporter – A member or retired member of the Washougal Police Department who has received training to provide emotional support, moral support, and counseling to a member who needs those services resulting from an incident in an official capacity or to deal with other stress that is impacting the member's performance of official duties. It also includes a nonemployee counselor who has been designated by the Washougal Police Department to provide those same services (RCW 5.60.060).

1033.2 POLICY

It is the policy of the Washougal Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1033.3 WELLNESS COORDINATOR

The Chief of Police should appoint a trained wellness coordinator. The coordinator should report directly to the Chief of Police or the authorized designee and should collaborate with advisers (e.g., Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

Washougal Police Department

Washougal PD Policy Manual

Wellness Program

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
 - 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
 - 2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
- (b) Developing management and operational procedures for department peer support members, such as:
 - 1. Peer support member selection and retention.
 - 2. Training and applicable certification requirements.
 - 3. Deployment.
 - 4. Managing potential conflicts between peer support members and those seeking service.
 - 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support, as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Establishing procedures for CISDs, including:
 - 1. Defining the types of incidents that may initiate debriefings.
 - 2. Steps for organizing debriefings.
- (e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
 - 1. Obtaining a written description of the program services.
 - 2. Providing for the methods to obtain program services.
 - 3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
 - 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
 - 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

Washougal Police Department

Washougal PD Policy Manual

Wellness Program

- (g) Assisting members who have become disabled with application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).
 - 1. The coordinator should work with appropriate Department liaisons to assist qualified members and survivors with benefits, wellness support, and counseling services, as applicable, when there has been a member death (see the Line-of-Duty Deaths Policy for additional guidance).

1033.4 DEPARTMENT PEER SUPPORT

1033.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a department peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.

1033.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of department peer support members include:

- (a) Providing pre- and post-critical incident support.
- (b) Presenting department members with periodic training on wellness topics, including but not limited to:
 - 1. Stress management.
 - 2. Suicide prevention.
 - 3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
- (d) Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support member's training.

1033.4.3 PEER SUPPORT MEMBER TRAINING

A department peer support member should complete department-approved training prior to being assigned.

1033.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded

Washougal Police Department

Washougal PD Policy Manual

Wellness Program

statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

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

Attendance at the debriefing should only include peer support members and/or peer supporters, and those directly involved in the incident.

1033.6 PEER SUPPORT COMMUNICATIONS

Although the Department will honor the sensitivity of communications with peer support members, such communications are not confidential, except:

- Communications between a qualified peer supporter and a member are considered to be privileged except where allowed by law (RCW 5.60.060).
- Communications to crisis referral services by members and all records related to the communications shall be confidential except as allowed by RCW 43.101.425.

1033.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

- (a) Voluntary participation by members
- (b) Allowable physical fitness activities
- (c) Permitted times and locations for physical fitness activities
- (d) Acceptable use of department-provided physical fitness facilities and equipment
- (e) Individual health screening and fitness assessment
- (f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting
- (g) Standards for physical fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)
- (i) Ongoing support and evaluation

1033.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided

Washougal Police Department

Washougal PD Policy Manual

Wellness Program

- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Chief of Police for review and consideration of updates to improve program effectiveness.

1033.9 TRAINING

The coordinator or the authorized designee should collaborate with the Operations Captain to provide all members with regular education and training on topics related to member physical and mental health and wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of physical exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Operations Captain as appropriate for inclusion in training records.

Washougal PD Policy Manual

Washougal PD Policy Manual

Attachments

2020 IIT Agreement.pdf



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM WRITTEN AGREEMENT

Participating Agencies

Battle Ground Police Department, Camas Police Department, Clark County Sheriff's Office, La Center Police Department, Ridgefield Police Department, Skamania County Sheriff's Office, Vancouver Police Department, Washington State Patrol (Clark County), Washington State University Police-Vancouver, Washougal Police Department

1. Purpose and Scope:

The intent of this agreement is to establish an Independent Investigation Team (IIT) as outlined in Washington Administrative Code, Chapter 139-12 – Law Enforcement Training and Community Safety Act. Once formed, the IIT will be responsible to investigate all incidents where deadly force was used by a law enforcement officer in the geographic area described in Section 3 below.

This written agreement is not intended to be the tool used to outline how the IIT functions, establish policy or procedures, or address legal matters. Its purpose is solely to fulfill the requirements of WAC 139-12-020 that mandates the creation of an IIT through a written agreement by the participating agencies.

Signators to this written agreement are indicating their support for, or acceptance of the local IIT, and are agreeing to participate as member agencies.

2. Definitions:

Deadly force – The term "deadly force" as used herein has the same meaning as RCW 9A.16.010, as amended.

Independent Investigative Team: The term "Independent Investigative Team" as used herein has the same meaning as the term is defined in WAC 139-12-020, as amended.

3. Geographic Area Covered:

This agreement extends to all lands within Clark County, Washington and Skamania County, Washington.

4. IIT Structure, protocols or operational procedures:

The chiefs and sheriffs of the member agencies will appoint the IIT leadership team and nonlaw enforcement community representatives in accordance with WAC 139-12-030. Once formed, the IIT leadership will meet and address questions of structure, protocols and operational procedures. Those matters will be addressed separately, and independent of this written agreement.

5. Termination:

Any agency may terminate their involvement in the IIT at any time with 30 days written notice to the other participating agencies.



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

BATTLE GROUND POLICE DEPARTMENT

Printed Name

Signature

Title

Date

Address for Notice:

Mike Fort, Police Chief
Battle Ground Police Department
City of Battle Ground
507 SW 1st Street
Battle Ground, WA 98604



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

CAMAS POLICE DEPARTMENT

Printed Name

Signature

Title

Date

Address for Notice:

Mitch Lackey, Police Chief
Camas Police Department
City of Camas
2100 NE Third Avenue
Camas, WA 98607



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

CLARK COUNTY SHERIFF'S OFFICE

Printed Name

Signature

Title

Date

Address for Notice:

Chuck E. Atkins, Sheriff
Clark County Sheriff's Office
PO Box 410
Vancouver, WA 98666



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

LA CENTER POLICE DEPARTMENT

Printed Name

Signature

Title

Date

Address for Notice:

Marc Denny, Police Chief
La Center Police Department
City of La Center
105 W 5th Street
La Center, WA 98629



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

RIDGEFIELD POLICE DEPARTMENT

Printed Name

Signature

Title

Date

Address for Notice:

John Brooks, Police Chief
Ridgefield Police Department
City of Ridgefield
116 N Main Avenue
Ridgefield, WA 98642



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

SKAMANIA COUNTY SHERIFF'S OFFICE

Printed Name

Signature

Title

Date

Address for Notice:

Dave Brown, Sheriff
Skamania County Sheriff's Office
200 Vancouver Avenue / PO Box 790
Stevenson, WA 98648



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

VANCOUVER POLICE DEPARTMENT

Printed Name

Signature

Title

Date

Address for Notice:

James McElvain, Police Chief
Vancouver Police Department
City of Vancouver
P.O. Box 1995
Vancouver, WA 98668



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

WASHINGTON STATE PATROL

Printed Name

Signature

Title

Date

Address for Notice:

John R. Batiste, Chief
Washington State Patrol
Helen Sommers Building
106 11th Avenue SW
Olympia, WA 98501



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

WSU VANCOUVER POLICE

Printed Name

Signature

Title

Date

Address for Notice:

Dave Stephenson, Lieutenant
WSU Vancouver Police
14204 NE Salmon Creek Avenue
Vancouver, WA 98686



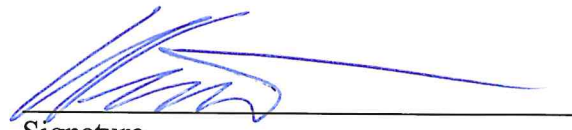
CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

WASHOUGAL POLICE DEPARTMENT

Wendi Steinbronn

Printed Name



Signature

Chief of Police

Title

October 29, 2020

Date

Address for Notice:

Wendi Steinbronn, Police Chief
Washougal Police Department
City of Washougal
1320 A Street
Washougal, WA 98671

2021 SWIIRT Protocol.pdf



Public Safety and
Police Services
WASHINGTON STATE UNIVERSITY
VANCOUVER



Southwest Washington Independent Investigative Response Team

A PROTOCOL TO INVESTIGATE

OFFICER INVOLVED DEADLY FORCE INCIDENTS

WITHIN CLARK & SKAMANIA COUNTIES

(Revised June 02, 2021)

TABLE OF CONTENTS

Definitions.....	2
Statement of Purpose.....	4
Goals of the Southwest Washington Independent Response Team.....	4
Law Enforcement Council.....	5
Membership Agencies.....	5
Sanctions/Removal of Agency.....	5
Costs.....	5
Administrative Host Agency	5
Team Commander.....	6
Team Supervisor.....	6
Team Lead Investigator.....	6
Team Investigator.....	7
Community Representatives.....	7
Investigative Authority.....	8
Investigative Priority Criminal / Administrative.....	8
Investigative Requirements.....	9
Investigative Goals.....	9
Activation.....	9
Involved Agency Responsibilities.....	9
Evidence.....	10
Case Files.....	10
Response by SWIIR Team.....	10
Scene Security.....	10
Scene Perimeter.....	11
Public Safety Statement.....	11
Firearms.....	11
Interviewing Law Enforcement Employees.....	11
Employee Rights.....	12
Report Writing.....	12
Media Relations.....	12
Final Command Staff Presentation.....	13

DEFINITIONS:

Administrative Investigation

The investigation performed by an Involved Agency of its own employee's use of deadly force to determine whether the Involved Officer's actions complied with the Involved Agency's policies and procedures.

Conflict of Interest

A conflict of interest may occur when an individual's interest or activity influences or appears to influence their ability to exercise objectivity or impair their ability to objectively investigate an officer involved use of force incident. (See Appendix A – Washington State Criminal Justice Training Commission – Conflict of Interest Assessment Form for Officer Involved Use of Force Incidents.

Criminal Investigation

The independent investigation performed by the SWIIR Team to discover all facts to enable the Prosecuting Attorney to make a charging decision about an Involved Officer's use of deadly force.

Deadly Force

The intentional application of force by an Involved Officer using firearms or any other means reasonably likely to cause death or serious physical injury. (RCW 9A.16.010)

Family member

An adult person related to a subject by blood or marriage.

Involved Agency

The agency that employs or supervises the involved officer(s). There can be more than one "involved agency."

Involved Officer

A person who uses deadly force in an incident.

Limited Briefing

WAC 139-12-030(1)(b) provides for "limited briefings given to the chief or sheriff of the involved agency about the progress of the investigation so that they can manage the internal administrative investigation and communicate with their community about the progress of the investigation." For this purpose, Limited Briefing means the basic facts and circumstances surrounding the incident for the chief or sheriff to be able answer basic questions from the community. As an example, a limited briefing is more than a statement that an autopsy was performed; it is information that would be important for the chief/sheriff to know about the autopsy

Mutual Aid

An agreement between emergency responder agencies to lend assistance across jurisdictional boundaries when requested (RCW 10.93).

Subject

The person against whom deadly force is used by an Involved Officer.

Team Supervisors

SWIIR Team Supervisors shall be supervisors from the Clark County Sheriff's Office, the Battle Ground Police Department, the Camas Police Department, the Vancouver Police Department and the Washington State Patrol.

Team Detectives

SWIIR Team Detectives shall be detectives assigned to the investigative units of the Clark County Sheriff's Office, the Battle Ground Police Department, the Camas Police Department, the Vancouver Police Department and Criminal Investigation Division of the Washington State Patrol.

SWIIR TEAM PROTOCOL

STATEMENT OF PURPOSE:

The focus of this Protocol is to ensure an independent investigative process of officer-involved deadly force incidents. The integrity of deadly force investigations is the guiding principle in all decisions. This Protocol is not intended to alter or interfere with any agency's employer-employee relationship reflected in statute or a collective bargaining agreement. Any relevant statutes, case law ruling, department rules and/or policies, or contents of a collective bargaining agreement shall take precedence over this Protocol should the contents of this Protocol conflict.

This Protocol addresses the potential for one of the agency's officers becoming involved in a deadly force incident, either within or outside of their jurisdiction. This Protocol, in compliance with WAC 139-12-010, calls for the use of outside personnel to conduct an independent investigation into officer involved deadly force incidents.

This Protocol, and the related procedures, are sound and take into consideration the major concerns related to officer-involved deadly force incidents and their investigation. Permission is hereby granted to law enforcement agencies in other regions to copy, use, modify, or alter them as needed to address the needs of their region or jurisdiction.

GOALS OF THE SOUTHWEST WASHINGTON INDEPENDENT INVESTIGATIVE RESPONSE (SWIIR) TEAM:

To investigate officer-involved deadly force incidents:

- To enhance accountability and increase trust to improve the legitimacy of policing for an increase in safety for all, using the following five (5) principles of independent investigations:
 - Independence;
 - Transparency;
 - Communication;
 - Credible process; and
 - Credible Investigators.
- To maximize the availability of the latest technological equipment and techniques to bring about the most professional and transparent investigation using best practices.
- To ensure thorough investigations are conducted in a timely manner and independent of the Involved Agency in all facets (unless no other reasonable alternative exists to their use in the most limited of ways).
- To provide an independent investigation of facts to the Prosecutor's Office for review.

Law Enforcement Council:

For voting purposes and decision-making, it will be the majority rule of the Law Enforcement Council ("LEC").

Periodically, the Southwest Washington Independent Investigative Response ("SWIIR") Team Commander will provide a comprehensive report concerning activities of the Team, address issues pertaining to the operation and support of the Team and address changes to the SWIIR Team protocol. Special meetings may be called at any time by the LEC. Special meetings may also be requested by the SWIIR Team Commander.

MEMBERSHIP AGENCIES:

- Battle Ground Police Department
- Camas Police Department
- Clark County Sheriff's Office
- La Center Police Department
- Ridgefield Police Department
- Skamania County Sheriff's Office
- Vancouver Police Department
- Washougal Police Department
- Washington State Patrol (Clark County)
- Washington State University - Vancouver

SANCTIONS/REMOVAL OF AGENCY:

Willful violations of the protocol agreement will be brought to the attention of the LEC by the SWIIR Team Supervisors. The LEC, by majority, may elect to immediately stop the investigation and turn the investigation over to the Involved Agency. An agency failing to abide by this agreement may also be removed from the SWIIR Team by vote of the LEC.

COSTS:

Each participating agency shall be responsible for their employees' wages and associated costs. Any non-routine costs shall be the responsibility of the Involved Agency.

ADMINISTRATIVE HOST AGENCY:

The Vancouver Police Department will function as the administrative host agency for the SWIIR Team. As the administrative host agency, the Vancouver Police Department will maintain all administrative SWIIR Team documents and records which include but are not limited to non-law enforcement community member applications, offer letters, team rosters, contact information and templates.

In addition to maintaining all administrative SWIIR Team documents and records, the Vancouver Police Department will also be the primary location for collection and retention of the non-law enforcement community members application and accompanying

documents. The agency the non-law enforcement community member resides in will be the primary point of contact for questions as they relate to the recruitment process.

These documents will be retained by the Vancouver Police Department in accordance with the guidelines provided by the Office of the Secretary of State under Washington State Archives.

TEAM COMMANDER:

The SWIIR Team Commander shall be a Lieutenant or equivalent rank. SWIIR Team Commander has the overall responsibility to manage and coordinate readiness and training of the Team. The Commander must be willing to be on-call and reasonably available for call-out. The SWIIR Team Commander reports to the LEC.

SWIIR Team Commander(s) are responsible for the coordination and implementation of annual training for SWIIR Team members. The Commander has the duty of reviewing the conflict of interest statement within 72 hours. The Commander or designated SWIIR representative is responsible for providing press releases with updated information as needed, but not less than weekly. The Commander approves specialized equipment use from the Involved Agency.

The SWIIR Team Commander is responsible for providing the Involved Agency chief or sheriff (or designee) with a Limited Briefing about the progress of the investigation when requested.

TEAM SUPERVISOR:

The SWIIR Team Supervisor shall be a supervisor in command or supervision of investigative units of the Clark County Sheriff's Office, the Battle Ground Police Department, the Camas Police Department, the Vancouver Police Department or the Washington State Patrol. The Supervisor must be willing to be on-call and reasonably available for call-out. The SWIIR Team Supervisor will be responsible for ensuring a family member of the subject is notified as soon as they can be located. It is preferred that the SWIIR Investigating Agency notify the family of the subject, but nothing herein shall preclude the Involved Agency from notifying the family if that contact should occur first. The SWIIR Supervisor will ensure a family liaison is designated to keep the family apprised of all significant developments in the investigation and to give advance notice of all scheduled press releases. In cases involving tribal members, the Supervisor shall designate a tribal liaison to keep the tribe apprised of all significant developments in the investigation.

TEAM LEAD INVESTIGATOR:

The SWIIR Team Lead Investigator shall be a detective or equivalent rank. The Lead Investigator must be willing to be on-call and reasonably available for call-out. To serve in a lead investigator role, the SWIIR Lead Investigator must meet the training criteria detailed in WAC 139-12-010 and obtain a "Qualified Lead Investigator" Certificate from the Washington State Criminal Justice Training Commission.

TEAM INVESTIGATOR:

The SWIIR Team Investigator shall be a detective with his or her employing agency or hold an equivalent rank or assignment. The SWIIR Team Investigator not serving in a lead role is not required to have the "Qualified Lead Investigator" Certificate.

COMMUNITY REPRESENTATIVES:

The Southwest Washington Independent Investigative Response Team recognizes the value of having non-law enforcement members of the community assigned to the team. They are important to ensure compliance with Washington Administrative Code (WAC) 139-12 and transparency to the community. The WAC addresses two separate areas of responsibilities for the Non-Law Enforcement Community Representatives (NLECR).

A minimum of two non-law enforcement community members who have ties to the communities impacted by the law enforcement use of deadly force will be selected and appointed by the Chief and/or Sheriff of each participating agency. The role of the community representatives are as follows:

Non-Investigation related

1. Participate directly in the vetting, interviewing, and/or selection of SWIIR Team Investigators. This will occur anytime there is an open application process for new or additional members.
2. Participate in orientation and ongoing training for NLECRs.

Investigation related

1. The NLECRs will be required to sign a confidentiality agreement for each investigation. Violations of that agreement may subject the NLECRs to criminal prosecution.
2. The NLECRs will be required to complete a conflict of interest tool within 72 hours of each investigation.
3. The NLECRs will review/discuss, with the SWIIR Team Commander, conflict of interest statements for all activated investigators within 72 hours.
4. The NLECRs will be notified by the SWIIR Team Commander of all uses of specialized equipment belonging to the Involved Agency and review 1) why it needs to be used and 2) the steps taken to limit the role of Involved Agency personnel in facilitating its use.
5. Throughout the investigation, the NLECRs will be provided copies of all press releases prior to the media receiving the press releases.
6. The NLECRs will be invited to all Limited Briefings on the progress of the investigation given to the Involved Agency Chief/Sheriff.
7. Once the investigation is completed, the NLECRs will be provided access to the investigative file for a 14-day review.

Activation Procedures

1. Upon activation of the SWIIR Team, the Commander will evaluate all the circumstances regarding the incident.
2. During the first 24 hours, the Chief and/or Sheriff of the involved agency will recommend which of the assigned community representatives should be asked to serve in the investigation. When feasible, community representatives with ties across racial, ethnic, economic, geographic and other groups will be recommended. In the absence of a specific recommendation from the involved agency, community representatives will be assigned from an existing rotational list. The SWIIR Team Commander will make the final decision on which community representatives will be assigned.
3. The SWIIR Team Commander will make arrangements to meet with the two representatives to ensure all investigative related tasks are completed in a timely manner.

INVESTIGATIVE AUTHORITY:

Once the SWIIR Team has agreed to investigate an incident and the SWIIR Team Commander has the appropriate resources on scene, the SWIIR Team shall have sole and exclusive authority concerning the investigation of the incident.

INVESTIGATIVE PRIORITY CRIMINAL / ADMINISTRATIVE:

The Criminal Investigation begins immediately after an incident has occurred and has investigative priority over the Administrative Investigation. The Criminal Investigation is performed by the SWIIR Team headed by a lead investigator. The incident will be supervised by a supervisor from a non-Involved Agency.

The Administrative Investigation will be subordinate to the Criminal Investigation; however, the Criminal Investigation must be conducted in a manner that does not intentionally inhibit the Involved Agency from conducting its Administrative Investigation. The two investigations can be conducted concurrently provided the Administrative Investigation prohibited content is not furnished to the SWIIR Team Investigators.

Investigators assigned to conduct the Administrative Investigation will be provided access to the scene at the discretion of the lead Investigative Agency, typically after the scene has been processed by criminal investigators.

INVESTIGATIVE REQUIREMENTS:

The Criminal Investigation is required to follow the law applicable to all criminal proceedings including constitutional, statutory, and case law. Investigators will maintain the integrity of the investigation by following the rules of evidence throughout the investigation and consulting with and obtaining the permission of the prosecutor prior to releasing any evidence, including 911 tapes, statements, video, body camera, etc.

The Criminal Investigation will be performed in a manner that provides a thorough, fair, complete, and professional investigation, free of conflicts of interest.

The SWIIR Team Commander will have decision making authority as to whether the SWIIR Team will investigate associated crimes involved in the incident that led to the use of force. If the SWIIR Team Commander decides not to have associated crimes fall under the SWIIR Team investigation, the agency of jurisdiction will have investigative authority.

INVESTIGATIVE GOALS:

The goal of the Criminal Investigation is to develop all available relevant information about the incident. When the investigation is completed, the case will be submitted to the County Prosecutor.

While the criminal investigators do not direct their investigative attention to Administrative concerns, the Criminal Investigation's results shall be shared with the Involved Agency administration for its internal use.

ACTIVATION:

Automatic and Immediate - Upon the occurrence of an Officer-Involved Deadly Force incident within either Clark or Skamania County, and request by the Involved Agency, the invocation of this Protocol shall automatically and immediately take effect.

- A Chief of Police or the Sheriff, WSP District Commander, or their designee shall make the request for the SWIIR Team.
- The Investigating Agency SWIIR Team Commander shall assign a Supervisor. The Supervisor, in collaboration with the SWIIR Team Commander, shall be responsible for determining how many investigators and/or additional resources will be needed to complete a thorough, accurate, and independent investigation.

INVOLVED AGENCY RESPONSIBILITIES:

- The Involved Agency shall make the initial request for the SWIIR Team.
- Secure the incident scene and maintain the integrity of the scene.
- Set, maintain, and protect a secure and identifiable perimeter.
- Locate and preserve evanescent evidence.
- Identify and obtain contact information of witnesses.
- Photograph, video record, or take reasonable steps to document the location and scene/s for evidentiary location.
- Locate and identify witnesses and perspective locations of witnesses.
- Make all documents, reports, and information related to the investigation available to the SWIIR Team.

EVIDENCE:

- Evidence Storage: The investigating agencies shall ensure the Involved Agency has no access to the evidence until the case has been reviewed and actions decided upon by the Prosecutor's Office. The Involved Agency shall be responsible for storage and handling costs of extraordinary items such as vehicles, HAZMAT, etc.
- Evidence Retention: No evidence shall be released or destroyed without consent or agreement of the Involved Agency. Once the criminal prosecution is completed, all property owned by private citizens will be released in accordance with Washington State law.

CASE FILES:

The completed investigation will be sent to the Prosecutor's Office and the Involved Agency's Chief or designee.

- The lead investigating agency shall file and maintain all original reports, statements and other documentation. Access to the documentation is limited to the lead investigating agency and appropriate assisting agency personnel.
- The Prosecutor's Office can request a working copy of the case file prior to its completion.

RESPONSE BY SWIIR TEAM:

Once a SWIIR Team activation has been authorized, the SWIIR Team Incident Commander and agency representatives will direct resources to the investigation. The type of resources and number of investigators needed shall be determined and coordinated by SWIIR Team Supervisors. The SWIR Team Commander has discretion to determine if additional resources are needed and necessary, with input from agency representatives and lead investigators.

SCENE SECURITY:

The jurisdiction in which the incident occurred will have the responsibility for immediately securing the crime scene(s) within its territorial jurisdiction. This responsibility includes preservation of the integrity of the scene(s) and its/their contents, controlling access to the scene(s), and the identification and separation of witnesses.

The perimeter units are not part of the SWIIR Team investigation and will remain the responsibility of the Involved Agency to provide security for the SWIIR Team Investigators in the scene. Provided, however, the law enforcement officer that was initially tasked with the crime scene log is the only position of the perimeter units that will be relieved by the SWIIR Team.

SCENE PERIMETER:

The scene(s) must be secured immediately, with a perimeter established for each scene a sufficient distance away to safeguard evidence.

Access to the inner (evidence) perimeter of the scene(s) must be limited only to personnel who must enter for investigative purposes as authorized by the SWIIR Team Commander or, later, by the SWIIR Team.

A written log will be established as quickly as possible to identify all persons entering the inner (evidence) perimeter of the scene(s), the time of their entry and exit, and the reason for entry. This role will be relinquished to the SWIIR Team when it takes control of the scene.

PUBLIC SAFETY STATEMENT:

If first responding supervisors compel a public safety statement by the Involved Officer, this statement will be entered into the evidence system by the Involved Officer's Supervisor in a sealed envelope. The supervisor will not share any of this information with the SWIIR Team. The supervisor receiving this information is required to submit a report. The report should document that the Involved Officer was ordered to give the Public Safety Statement, the identity of the person and agency who ordered the Public Safety Statement, and that the supervisor did not deviate from the predetermined questions approved by the Involved Agency prior to the incident.

FIREARMS:

- In shooting incidents, the SWIIR Team Investigator shall examine the firearms of all officers who were involved in firing their weapon(s) at the time of the incident to ensure that all discharged firearms are identified and collected. All discharged weapons will be placed in police property in adherence to Property Room procedures. Equipment taken from an officer for evidence will be replaced by the Involved Agency in accordance with their policies.

INTERVIEWING LAW ENFORCEMENT EMPLOYEES:

- Generally speaking, the SWIIR Team intends to obtain details of any officer-involved deadly force incident as soon as possible after the event by interviewing and obtaining reports/statements from Involved Officers and witness officers.
- SWIIR Team Investigators should always give the Involved Officer(s) the opportunity to provide a voluntary statement or give details of the incident at any point during the investigation. If the Involved Officer has invoked his/her right to counsel, such requests must be coordinated through such counsel.
- The SWIIR Team does not have the authority to issue "Garrity" orders to Involved Officers. This can only be done by the Involved Officer's agency head or designee.
- The SWIIR Team Supervisor shall be advised prior to a "Garrity" order being given to an Involved Officer.

- Investigators shall interview and audio record any primary witness officers to the incident.

EMPLOYEE RIGHTS:

Law enforcement employees have the same rights and privileges regarding SWIIR Team interviews that any other citizen would have, including the right to remain silent, the right to consult with an attorney prior to an interview, and the right to have an attorney present during the interview. Where applicable, law enforcement officers shall be apprised of those rights before questioning.

REPORT WRITING:

- All individuals participating in the criminal investigation will write reports documenting their participation. Individuals writing reports will use their agency specific case number and promptly relay that information to the SWIIR Team to ensure the SWIIR Team can obtain the reports/documentation in a timely manner.
- The investigators within each investigative team will allocate and divide among themselves the responsibility for documenting interviews and observations.

MEDIA RELATIONS:

- SWIIR TEAM: Once the SWIIR Team has initiated an investigation, all SWIIR Team media releases related to the investigation shall be made by the Public Information Officer (PIO) or other official designee from the lead investigation agency with the approval of the SWIIR Team Commander for that incident. The SWIIR Media Release Template will be used whenever appropriate (see Appendix C). The SWIIR Team will provide public updates about the investigation at a minimum of once per week, even if there is no new progress to report. Prior to issuing a media release, the SWIIR Team will provide a copy of the press release to the Non-Law Enforcement Community Representatives and give advance notice of all scheduled press releases to a family member of the person whom deadly force was used upon.
- It shall be the responsibility of the Involved Agency to determine when the Involved Officers' names will be released to the public, pursuant to that Agency's policies and procedures.
- THE INVOLVED AGENCY: The Involved Agency's PIO or other official designee will have the opportunity to make an initial release of information, both in person and through media release, in coordination with SWIIR Team Supervisors. This will not be construed as a SWIIR Team release.
- The Involved Agency may release information regarding the Involved Officer's employment history and related performance as an employee. The Involved Agency is prohibited from releasing any information that could affect the integrity of the Criminal Investigation.

FINAL COMMAND STAFF PRESENTATION:

A presentation will be provided to the Sheriff and/or Chief or their authorized representative for the Involved Agency from the SWIIR Team following the investigation by the SWIIR Team.

APPENDIX A: Conflict of Interest Statement

APPENDIX B: Confidentiality Agreement (still being developed)

APPENDIX C: SWIIR Press Release Template

2024 OII IIT Coordination Protocol.pdf

WASHINGTON STATE OFFICE OF INDEPENDENT INVESTIGATIONS

Protocol for OII Interaction with Independent Investigation Teams (IITs)

Effective Date: October 30, 2024

Last Reviewed/Revised: December 3, 2024

I. Purpose

When the use of deadly force by a peace officer results in death, substantial bodily harm, or great bodily harm, an independent investigation must be conducted. The investigation must be completely independent of the agency whose officer was involved in the use of deadly force. RCW 10.114.011.

Under existing law, both Independent Investigation Teams (IITs) and the Washington State Office of Independent Investigations (OII) are notified whenever a use of deadly force by a Washington State peace officer occurs. RCW 43.102.120 and WAC 139-12. If OII declines to investigate a use of deadly force incident, the duty to investigate remains with the IIT or local law enforcement authority with jurisdiction over the incident. RCW 43.102.120(6).

At times, an IIT will arrive at a scene prior to the arrival of OII or OII may request assistance from the IIT, consistent with its statute. RCW 43.102.120(4).

In addition, OII will not conduct criminal investigations of potential criminal activity of non-law enforcement. Therefore, any concurrent or underlying investigation into the actions of person or persons that are not law enforcement must be conducted by the involved agency, the IIT or other law enforcement entities.

This protocol is intended to create an orderly process for incidents when both OII and an IIT arrive at a scene or are concurrently investigating related incidents.

II. Definitions

- A. Administrative investigation** - An investigation conducted by, or on behalf of, the involved agency to determine whether the involved officer's actions were in accordance with the involved agency's policies, procedures, and training.

- B. Associated crime** - A crime committed or suspected of being committed by non-law enforcement, which is in some way linked to the use of deadly force by law enforcement.
- C. Concurrent or underlying investigation** - An investigation that is occurring at the same time as, but not jointly with, OII's investigation and has a different focus. For the purposes of this section, concurrent investigations generally refer to investigations of associated crimes, whether they shortly preceded or significantly predated the use of deadly force incident.
- D. Deadly force** - The intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury. RCW 9A.16.010.
- E. Great bodily harm** - Bodily injury which creates a probability of death, or which causes significant serious permanent disfigurement, or which causes a significant permanent loss or impairment of the function of any bodily part or organ. RCW 9A.04.110.
- F. In-custody** - Refers to a person who is under the physical control of a general authority Washington law enforcement agency or a limited authority Washington law enforcement agency as defined in [RCW 10.93.020](#) or a city, county, or regional adult or juvenile institution, correctional, jail, holding, or detention facility as defined in [RCW 70.48.020](#), [72.09.015](#), or [13.40.020](#). RCW 43.102.010(6).
- G. Independent Investigations Team (IIT)** - Is a team of qualified and certified peace officer investigators, civilian crime scene specialists, and other representatives who operate independently of any involved agency to conduct investigations of police deadly force incidents. An IIT may be comprised of multiple law enforcement agencies who jointly investigate police use of force incidents in their geographical regions or may be a single law enforcement agency, provided it is not the involved agency. RCW 43.102.010(7).
- H. Involved agency** - General authority Washington law enforcement agency or limited authority Washington law enforcement agency, as defined in [RCW 10.93.020](#), that employs or supervises the officer or officers who are an involved officer as defined in this section, or an agency responsible for a city, county, or regional adult or juvenile institution, correctional, jail, holding, or detention facility as defined in [RCW 70.48.020](#), [72.09.015](#), or [13.40.020](#). RCW 43.102.010(8).

I. Involved officer - One of the following persons who is involved in an incident as an actor or custodial officer in which the act or omission by the individual is within the scope of the jurisdiction of OII as defined in Chapter 43.102 RCW:

- a. A general authority Washington peace officer, specially commissioned Washington peace officer, or limited authority Washington peace officer, as defined in [RCW 10.93.020](#), whether on or off duty if he or she is exercising his or her authority as a peace officer; or
- b. An individual while employed in a city, county, or regional adult or juvenile institution, correctional, jail, holding, or detention facility as defined in [RCW 70.48.020](#), [72.09.015](#), or [13.40.020](#).

RCW 43.102.010(9).

J. OII - The Washington State Office of Independent Investigations established under Chapter 43.102 RCW.

K. Peace officer – As used in this section, means any:

1. General authority Washington peace officer as defined in RCW 10.93.020(4).
2. Limited authority Washington peace officer as defined in RCW 10.93.020(6).
3. Specially commissioned Washington peace officer as defined in RCW 10.93.020(11).

RCW 10.93.020.

L. Public safety statements - Information obtained by a supervisor at an officer-involved use of deadly force, using questions intended to determine existing threats to public safety and identify transitory evidence that must be preserved. Some public safety statements are compelled.

M. Substantial bodily harm - Bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily part or organ, or which causes a fracture of any bodily part. RCW 9A.04.110.

- N. Venue agency** – The law enforcement agency that has general jurisdiction where the use of deadly force incident occurred. This will frequently also be the involved agency.

III. Activation/Response

- A. Once a scene has been rendered safe and lifesaving first aid has been provided to any persons at the scene who have life-threatening injuries, the involved agency must immediately notify OII and the IIT of any use of deadly force that results in death, great bodily harm or substantial bodily harm. RCW 43.102.120(1)(a), WAC 139-12-030(1)(b).
- B. Following notification, the OII Director or designee will determine whether OII will investigate the incident and communicate that decision to the involved agency and the regional IIT.
 - 1. If OII determines it will investigate an incident, it will thereafter be the lead investigative body in the case and have priority over any other state or local agency investigating the incident. RCW 43.102.080(6).
 - 2. If OII declines to investigate a case, the authority and duty to investigate remains with the IIT or local law enforcement authority with jurisdiction over the incident. RCW 43.102.120(6).
 - 3. Until further notice, OII will only be investigating uses of deadly force that result in a fatality.
- C. If OII determines it will investigate an incident, it will identify a responding OII Incident Commander who will communicate and coordinate with the designated point of contact for the involved or venue agency, or on-scene incident commander, and any responding IIT incident commander as needed while enroute.
- D. Decisions that may affect the integrity of the scene or investigation should be coordinated with the OII Incident Commander.

IV. IIT Interim Command Actions

- A. To ensure the independence of the use of deadly force investigation, in any incident where the IIT arrives at the scene of an incident prior to OII investigators, the IIT should assume command of the scene from the involved agency until relieved by OII.

The IIT Incident Commander should manage the scene in accordance with accepted IIT best practices protocols, including but not limited to:

1. Scene security.
 2. Preservation of evidence.
 3. Identification of witnesses.
 4. Ensuring family notification occurs as soon as possible. WAC 139-12-030(3)(b)
- B. The on-scene IIT Incident Commander should brief the responding OII Incident Commander by phone at the earliest opportunity. After the initial briefing, the IIT Incident Commander should update the responding OII Incident Commander Investigator with any new, significant information or developments.
- C. The IIT Incident Commander and OII Incident Commander should consult as to what investigative steps should be taken by the IIT and what actions should wait for OII's arrival considering what is best for the integrity of the investigation, including any need to begin officer processing before OII's arrival.

V. Transfer of Incident Command

- A. When OII arrives and requests for the scene be turned over, the IIT will relinquish control of the scene to OII. RCW 43.102.120(4). A briefing should occur at this time.
- B. The briefing should include, but is not limited to, the following information to the extent that it is available:
1. Information about the incident to the extent known at that time.
 2. Identification any deceased person and how the identification was made.
 3. The location and status of the involved officer/s, including whether counsel or peer support has been provided or officer processing has begun.
 4. The name and contact information for a family representative of the person against whom force was used.
 5. Any known tribal enrollment status or any tribal affiliation or family relationship of the person against whom force was used.

6. What, if any, evidence was collected, removed or altered prior to the arrival of OII.
 7. A list of the names, contact information and current location of civilian and officer witnesses.
 8. A summary of any witness statements already taken.
 9. Any available information necessary to ensure that no compelled or protected statements are shared with OII, including on body worn video or in public safety statements. This information should include the context of the statement and what the officer was told by and by whom prior to making the statement.
 10. Whether there are any related concurrent or underlying investigations in progress.
 11. Any other information necessary for the OII Incident Commander to make informed decisions.
- C. The IIT should transfer any evidence related to the use of deadly force investigation to the custody of OII. The OII Incident Commander, or designee, will determine whether evidence relates to the independent investigation.
 - D. Any ongoing interviews, evidence collection/processing, or other investigative actions should be transferred in a manner that does not disrupt, delay or negatively impact the investigation.
 - E. The IIT should provide OII with all reports and information related to the investigation as soon as possible.

VI. IIT Investigative Assistance

- A. OII Investigations will be managed using the Incident Command System (ICS) protocols, appropriately scaled for the size and nature of the incident.
- B. OII may request investigative assistance from the IIT based on the complexity of the scene and availability of OII resources.
- C. Any member of an IIT that is assisting with an OII investigation will act within the chain of command of their own agency.

VII. Report Writing

- A. IIT personnel participating in the investigation should complete reports in their own records system, documenting their actions and participation.
- B. The IIT commander or designee will provide copies of IIT reports to the OII Incident Commander or designee as soon as they are completed and approved. RCW 43.102.080(7).
- C. IIT reports should be secured in a manner which prevents access to anyone not assigned to the investigation.

VIII. Concurrent or Underlying Criminal Investigations

A. General

- 1. Use of deadly force incidents may also involve potential associated crimes.
- 2. OII investigations will include a review of the entire incident, including but not limited to events immediately preceding the incident that may have contributed to or influenced the outcome of the incident that are directly related to the incident under investigation. RCW 43.102.080(4).
- 3. However, OII will not investigate associated crimes potentially committed by a civilian. This responsibility falls to a local law enforcement agency with jurisdiction to investigate.
- 4. Evidence that is relevant to these associated crimes will often be collected or under the control of OII personnel investigating the use of deadly force by law enforcement.
- 5. OII prefers that a non-involved agency or IIT investigates associated crimes related to an incident under investigation by the OII whenever possible. This will allow necessary investigative information to be shared without compromising the independence of the OII investigation.
- 6. OII will not select or attempt to influence which non-involved agency or organization will investigate an associated crime. The OII Incident Commander will defer to the agency with jurisdiction to make the decision.

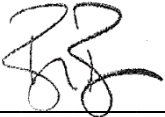
B. Cooperation with IIT on Concurrent or Underlying Investigations

1. OII intends to cooperate with IITs investigating associated crimes to the extent permissible by law and necessary to ensure the integrity of all related criminal investigations.
2. IITs investigating associated crimes may have access to relevant evidence in the custody of OII for the purposes of preserving community safety, investigative needs and making custodial decisions. (e.g. a firearm collected by OII from the scene is also a weapon suspected of being involved in an associated crime).
3. The OII Incident Commander will consult with the IIT Incident Commander responsible for the investigation of any associated crime to:
 - a. Determine relative investigative priorities based on:
 - i. The seriousness of the associated crime in relation to the use of deadly force by law enforcement (e.g. murder vs. assault 3).
 - ii. The status of the persons suspected of committing associated crimes (e.g. deceased vs. living, in custody, speedy trial considerations, etc.).
 - b. Identify any evidence critical to the associated crime.
 - c. Determine the best methods for sharing evidence (e.g. access to crime lab reports for evidence held by OII vs. transferring physical evidence to the organization investigating an associated crime.)
 - d. Coordinate the examination, testing and safeguarding of evidence.
 - e. Maintain a documented chain of custody.
 - f. Ensure the integrity and independence of the OII investigation.
4. Any point of disagreement will be referred to the OII chain of command for resolution.

IX. Media

- A. OII will issue all media statements regarding its use of deadly force investigation.

- B. IIT personnel should direct media inquiries to the OII Incident Commander or OII Director of Communications and Community Relations.

Approved By:  _____
Roger Rogoff, Director

Date: 12/3/2024

Revision History

Date	OII Staff Responsible for Revision	Summary of Revision
12/3/24	Jessica Berliner	Updated RCW citations to match the Code Reviser's re-ordering of the definitions.

2024 OII Protocol.pdf

WASHINGTON STATE OFFICE OF INDEPENDENT INVESTIGATIONS

Involved Agency Protocol

Effective Date: October 30, 2024

Last Reviewed/Revised: December 3, 2024

I. Purpose

This policy provides direction to an involved agency when the Washington State Office of Independent Investigations (OII) conducts the investigation of a use of deadly force by an officer they employ or supervise, in accordance with RCW 43.102.050(2)(c)(v).

II. Authority and Scope

- A. When the use of deadly force by a peace officer results in death, substantial bodily harm, or great bodily harm, an independent investigation must be completed to inform any determination of whether the use of deadly force met the good faith standard established in RCW [9A.16.040](#) and satisfied other applicable laws and policies. The investigation must be completely independent of the agency whose officer was involved in the use of deadly force. RCW 10.114.011.
- B. OII has jurisdiction over and is authorized to conduct investigations of a use of deadly force by an involved officer against or upon a person who is in-custody or out-of-custody if the involved officer was on duty or was off duty but was exercising the powers of a Washington peace officer or if the incident involved equipment or other property issued to the officer in relation to his or her duties. RCW 43.102.080.
- C. OII investigations will include a review of the entire incident, including but not limited to events immediately preceding the incident that may have contributed to or influenced the outcome of the incident that are directly related to the incident under investigation. RCW 43.102.080(4).
- D. OII will not conduct criminal investigations of potential criminal activity of non-law enforcement. Therefore, any concurrent or underlying investigation into the actions of person or persons that are not law enforcement must be conducted by the involved agency, an Independent Investigation Team (IIT) or other law enforcement entities.

III. Definitions

- A. Administrative investigation** - An investigation conducted by, or on behalf of, the involved agency to determine whether the involved officer's actions were in accordance with the involved agency's policies, procedures, and training.
- B. Associated crime** - A crime committed or suspected of being committed by non-law enforcement, which is in some way linked to the use of deadly force by law enforcement.
- C. Concurrent or underlying investigation** - An investigation that is occurring at the same time as, but not jointly with, OII's investigation and has a different focus. For the purposes of this section, concurrent investigations generally refer to investigations of associated crimes, whether they shortly preceded or significantly predated the use of deadly force incident.
- D. Deadly force** - The intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury. RCW 9A.16.010.
- E. Great bodily harm** - Bodily injury which creates a probability of death, or which causes significant serious permanent disfigurement, or which causes a significant permanent loss or impairment of the function of any bodily part or organ. RCW 9A.04.110.
- F. In-custody** - Refers to a person who is under the physical control of a general authority Washington law enforcement agency or a limited authority Washington law enforcement agency as defined in [RCW 10.93.020](#) or a city, county, or regional adult or juvenile institution, correctional, jail, holding, or detention facility as defined in [RCW 70.48.020](#), [72.09.015](#), or [13.40.020](#). RCW 43.102.010(6).
- G. Independent Investigative Team (IIT)** - Is a team of qualified and certified peace officer investigators, civilian crime scene specialists, and other representatives who operate independently of any involved agency to conduct investigations of police deadly force incidents. An IIT may be comprised of multiple law enforcement agencies who jointly investigate police use of force incidents in their geographical regions or may be a single law enforcement agency, provided it is not the involved agency. RCW 43.102.010(7).
- H. Involved agency** - General authority Washington law enforcement agency or limited authority Washington law enforcement agency, as defined in [RCW 10.93.020](#), that

employs or supervises the officer or officers who are an involved officer as defined in this section, or an agency responsible for a city, county, or regional adult or juvenile institution, correctional, jail, holding, or detention facility as defined in [RCW 70.48.020](#), [72.09.015](#), or [13.40.020](#). RCW 43.102.010(8).

I. Involved officer - One of the following persons who is involved in an incident as an actor or custodial officer in which the act or omission by the individual is within the scope of the jurisdiction of OII as defined in Chapter 43.102 RCW:

- a. A general authority Washington peace officer, specially commissioned Washington peace officer, or limited authority Washington peace officer, as defined in [RCW 10.93.020](#), whether on or off duty if he or she is exercising his or her authority as a peace officer; or
- b. An individual while employed in a city, county, or regional adult or juvenile institution, correctional, jail, holding, or detention facility as defined in [RCW 70.48.020](#), [72.09.015](#), or [13.40.020](#).

RCW 43.102.010(9).

J. OII - The Washington State Office of Independent Investigations established under Chapter 43.102 RCW.

K. Peace officer - As used in this section, means any:

1. General authority Washington peace officer as defined in RCW 10.93.020(4).
2. Limited authority Washington peace officer as defined in RCW 10.93.020(6).
3. Specially commissioned Washington peace officer as defined in RCW 10.93.020(11).

RCW 10.93.020.

L. Public safety statements - Information obtained by a supervisor at an officer-involved use of deadly force, using questions intended to determine existing threats to public safety and identify transitory evidence that must be preserved. Some public safety statements are compelled.

M. Substantial bodily harm - Bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the

function of any bodily part or organ, or which causes a fracture of any bodily part. RCW 9A.04.110.

N. Venue agency – The law enforcement agency that has general jurisdiction where the use of deadly force incident occurred. This will frequently also be the involved agency.

IV. Initial Involved Agency Actions Immediately Following a Use of Deadly Force

A. Notification to OII

1. Once a scene has been rendered safe and lifesaving first aid has been provided to any persons at the scene who have life-threatening injuries, the involved agency must immediately notify OII of any use of deadly force that results in death, great bodily harm or substantial bodily harm. RCW 43.102.120(1)(a).
2. Following notification, the OII Director or designee will determine whether OII will investigate the incident and communicate that decision to the involved agency.
 - a. If OII determines it will investigate an incident, it will thereafter be the lead investigative body in the case and have priority over any other state or local agency investigating the incident. RCW 43.102.080(6).
 - b. The involved or venue agency is responsible for maintaining the integrity of the scene until OII or an IIT arrives and requests for the scene to be turned over. RCW 43.102.120(2)(3).
 - c. If OII declines to investigate a case, the authority and duty to investigate remains with the IIT or local law enforcement authority with jurisdiction over the incident. RCW 43.102.120.(6).
 - d. Until further notice, OII will only be investigating uses of deadly force that result in a fatality and the duty to investigate other use of deadly force incidents will remain with the IIT or local law enforcement authority with jurisdiction over the incident.
3. If OII determines it will investigate an incident, it will identify a responding OII Incident Commander who will communicate and coordinate with the designated point of contact for the involved or venue agency, or on-scene incident commander, and any responding IIT incident commander as needed while enroute.

4. Decisions that may affect the integrity of the scene or investigation should be coordinated with the OII Incident Commander.

B. Protection and Preservation of Evidence

1. The involved agency shall ensure that any officers or employees over which the involved agency has authority who are at the scene take all lawful measures necessary for the purposes of protecting, obtaining or preserving evidence relating to the incident until OII investigators arrive. RCW 43.102.120(2)(a). The primary focus of the involved agency must be the protection and preservation of evidence. RCW 43.102.120(2)(b).
2. To maintain the integrity of the scene, the involved agency should take the following measures:
 - a. Secure the scene, including establishing a clearly marked and protected perimeter and maintaining a log of anyone entering and leaving the scene.
 - b. Locate and preserve any evidence that is at risk of being destroyed or disappearing, including physical or digital evidence that may be degraded or tainted by human or environmental factors if left unprotected or unpreserved.
 - i. If it is necessary to collect such evidence in order to preserve it, the on-scene supervisors should inform the OII Incident Commander, when feasible.
 - ii. The collection of the evidence should be conducted appropriately and thoroughly documented (including photographs documenting location).
 - iii. Specific risks to evidence should be documented in writing by the involved agency.
 - iv. Any evidence related to the use of force that was collected by the involved agency should be transferred to OII as soon as possible.
 - c. Other items should not be moved or altered, including the vehicles of officers who were present during the incident, unless there are exigent circumstances. Whenever possible, the need for any removal or alteration should be done in consultation with the responding OII Incident Commander.

C. Non-Law Enforcement Witnesses

To ensure a thorough investigation, the involved agency should do the following, to the extent reasonably possible, prior to the arrival of OII investigators:

1. Identify all potential witnesses and obtain contact information.
2. Ask all potential non-law enforcement witnesses to remain on scene until OII investigators arrive.
3. If a witness does not intend to stay,
 - a. Attempt to take a brief statement.
 - b. Ask if they possess any photographs or video that may be of evidentiary value to the investigation. Attempt to collect, via consent or other lawful means, any such evidence.
 - c. Document the witness's location and perspective during the incident including with photographs.

D. Law Enforcement Officers

To protect the integrity of the investigation, the involved agency should do the following:

1. Separate all officers that were present during the incident from each other. Discuss and coordinate any questions or logistical issues with the OII Incident Commander.
2. Limit communication about the incident except for immediate operational or public safety needs. Direct officers that were present during the incident not to discuss the details of the incident with any other officer or witnesses involved in the incident in any way until all interviews or statements have been provided to OII.
3. Not move, remove or unload equipment and weapons, either at the scene or carried by officers, unless required for safety purposes.

4. Officers should remain equipped and clothed as they were during the event unless removal of their equipment or clothing is necessary for officer safety or medical treatment purposes. If the involved agency believes that removal is necessary because of undue delay by OII or a responding IIT, this decision should be made in consultation with the responding OII Incident Commander.
5. If weapons, equipment or clothing must be moved or removed for officer safety or medical treatment purposes:
 - a. Photographs of the officer should be taken to record their condition at the time of the incident. Photographs should document any visible injuries or lack of visible injuries.
 - b. Any evidence on clothing or equipment should be collected and preserved for OII investigators.
 - c. Visible fluids should be swabbed.
 - d. Items should be handled in a manner to preserve trace evidence for later collection.
6. Document in an incident report and relay verbally during briefing to responding OII investigators all actions taken regarding the removal of equipment or clothing, or collection of evidence from an officer's uniform or equipment.

V. Initial Communication Between Involved Agency and OII

- A. To ensure that OII deploys enough resources and has a timely, effective response, the assigned OII Incident Commander will request the following information, to the extent that it is available, from the designated point of contact or on-scene supervisor:
 1. The nature and extent of the incident based on available information, including the number of officers and agencies involved, number and types of scenes e.g. indoor/outdoor, public/private. The involved agency should make sure this information does not come from a compelled public safety statement before sharing it with OII.
 2. Any considerations related to concurrent or underlying investigations or any safety considerations for arriving OII investigators.

3. Location where OII investigators should respond.
4. Names of involved officers, deceased or injured persons, and significant witnesses so that conflict assessments can be conducted as soon as possible.
5. Any potential tribal enrollment or affiliation of anyone involved.
6. Current location of involved and witness officers.
7. Whether an IIT has also been notified or is enroute.
8. The status of next of kin notification and medical examiner or coroner arrival.
9. Any other information necessary for the OII Incident Commander to make informed decisions.

VI. Transfer of Scene and Investigation

- A. When an OII investigator, or IIT acting at the request of OII, arrives at the scene of an incident under the jurisdiction of the OII, the involved agency will relinquish control of the scene to the OII investigator or IIT upon the request of OII. RCW 43.102.120(3)(a).
- B. Once the scene is relinquished, no member of the involved agency may participate in any way in the investigation, with the exception of OII's use of the involved agency's specialized equipment if necessary for the investigation and where no alternative exists. RCW 43.102.120(3)(b).
- C. The involved agency has a duty to comply with the requests of OII related to the investigation. RCW 43.102.120(3)(a).

VII. Scene Security

- A. OII investigative personnel should not enter any scene until tactical operations have ceased and the scene is safe.
- B. OII will request the assistance of an agency in whose jurisdiction the scene is located or another local agency to provide exterior perimeter security.

- C. Members of the involved agency that were not involved or witnesses to the incident may assist with scene security but may not otherwise participate in any aspect of the investigation.

VIII. Briefing

- A. Upon arrival, the OII Incident Commander will obtain a briefing from the involved or venue agency, or any IIT that is on scene. The OII Incident Commander will obtain all available information, including:
 - 1. The involved agency case number and the case number for any agency providing mutual aid response.
 - 2. The time of call and details of the call, including initial information provided by the dispatch center.
 - 3. Information about the incident to the extent known at that time.
 - 4. Identification of any deceased person and how the identification was made.
 - 5. The location and status of the involved officer(s), including whether counsel or peer support has been provided.
 - 6. The name and contact information for a family representative of the person against whom force was used.
 - 7. Any known tribal enrollment status or any tribal affiliation or family relationship of the person against whom force was used.
 - 8. The identity of personnel who were on scene and any involved vehicles.
 - 9. Whether any evidence was collected or moved and the reason for such steps.
 - 10. A list of the names, contact information and current location of civilian and officer witnesses.
 - 11. Any available information necessary to ensure that no compelled or protected statements are shared with OII, including any that may be captured on body-worn video or in public safety statements. This information should include the context

of the statement and what the officer was told by and by whom prior to making the statement.

12. Whether there are any related concurrent or underlying investigations in progress.

13. Any other information necessary for the OII Incident Commander to make informed decisions.

IX. Liaison

- A. The involved agency should identify a person who has (or will be granted) the authority to serve the role of liaison to OII.
- B. The liaison will serve as the local point of contact for the OII Incident Commander, or designee, to provide all requested records and information and, if applicable, specialized equipment. RCW. 43.102.080(7). The liaison should:
 - 1. Assist OII with the prompt collection of agency body-worn camera footage, in-car camera footage, Taser device data, and other relevant information as requested by OII. This assistance includes identifying any potential for the presence of compelled statements associated with requested materials.
 - a. Body-worn cameras should be docked and uploaded as soon as possible. This should be done in the presence of OII investigators if practicable or, if not, an audit trail should be provided to OII. When possible, body-worn camera footage can be uploaded to Evidence.com (or a similar platform) and then shared electronically with OII.
 - b. In-car camera footage should be uploaded from all vehicles that responded to the scene as soon as practicable. Footage can be shared with OII investigators digitally by way of an Evidence.com (or similar platform) link or by uploading the footage to a mobile digital storage device.
 - c. Taser device downloads should be shared with OII investigators digitally by way of an Evidence.com (or similar platform) link or by uploading the footage to a mobile digital storage device.
 - 2. Provide OII with all reports and information related to the incident as soon as possible, including but not limited to the following:

- a. Computer Aided Dispatch (CAD) reports.
 - b. Any 911 calls or radio traffic, if available.
 - c. Identity of all officers that responded to the incident.
 - d. Incident reports and officers' notes.
 - e. Identification and information relating to any potential witnesses, including aid personnel, mental health, crisis response, or other relevant personnel known to the involved agency who have knowledge of the incident or person involved in the incident.
 - f. Any witness statements already obtained.
 - g. Evidence already collected (including security, witness cellphone or other video).
 - h. Any photographs taken.
- 3. Provide the name and contact information for the involved agency public information officer.
 - 4. Respond to any additional OII requests for agency records.

X. Coordination with OII

A. Officer Processing

- 1. OII's role and process will be explained to the law enforcement officer(s) prior to officer processing.
- 2. Officers will be allowed to ask questions about the process.
- 3. OII will meet with each officer individually and coordinate officer processing locations to accommodate officers and accompanying legal/labor representatives.
- 4. OII will photograph officers and inventory all equipment including, but not limited to, injuries or equipment/uniform defects or lack thereof.

5. OII will collect uniforms and/or equipment as evidence based on the facts and circumstances of the investigation.
6. OII will document all firearms and ammunition (round count) in writing.
7. OII will provide the contact information of the OII Incident Commander or lead investigator for the incident.

B. Officer Interviews

1. Officers have the same rights during a criminal investigation that any other person has, including the right to remain silent, the right to consult with an attorney prior to an interview, and the right to have an attorney present during the interview.
2. OII will ask for a voluntary statement from each officer that was present during the incident or that responded to the scene.
3. OII will not intentionally receive or accept information derived from a compelled statement unless the officer or attorney for the officer voluntarily provides the information or the prosecutor determines that use of the statement is permissible.
4. OII will ask for a statement or interview to be given prior to a person reviewing a video or audio recording of the incident.
5. If a person reviews video or audio recordings of the incident following their statement to OII, they will be afforded the opportunity to provide a second statement to address any additional information or recollections prompted by the review.

C. Use of Specialized Equipment

1. OII may request the use of specialized equipment belonging to the involved agency if necessary for the investigation and no alternative exists.
2. If any equipment of the involved agency is used in the investigation, steps must be taken to appropriately limit the role of any involved agency personnel in facilitating the use of that equipment or their engagement with the investigation. RCW 43.102.120(3)(b).

D. Records Related to the Incident

1. During the investigation, OII may request additional records or information in the custody or control of the involved agency that are necessary or related to the investigation.
2. The involved agency shall provide these records to OII upon request and in a timely manner. RCW 43.103.080(7). This includes, but is not limited to the following:
 - a. Operational records, including but not limited to:
 - i. Investigative records, including incident reports and officer notes.
 - ii. Business cell phone usage records.
 - iii. Vehicle data recorder downloads.
 - iv. Any video and audio recordings from body-worn cameras, vehicles, and facilities that have not already been provided.
 - v. Dispatch and other communications data and recordings, including mobile computer terminal traffic.
 - b. Written policies, procedures, directives or regulations in-force and relevant at the time of the incident.
 - c. Training, disciplinary, use of force, and administrative records (excluding compelled statements of involved officers conducted as part of an administrative investigation related to the incident, or information obtained based on those statements.) RCW 43.102.080(7).
 - d. Criminal investigation records pertaining to a concurrent criminal investigation related to the incident (excluding compelled statements of involved officers or information obtained based on those statements).
 - e. Records related to past interactions between the person who is the subject of the use of force and the involved agency.

XI. Communications Between OII and the Involved Agency

A. General

OII may not share any information about the use of deadly force investigation with any

member of the involved agency, except as follows:

1. Limited briefings given to the chief or sheriff of the involved agency about the progress of the investigation; or
2. Information essential to protect the safety of the community or the integrity of any ongoing, urgent criminal investigation; and
3. Sharing of the information will not impede the ongoing investigation being conducted by OII.

RCW 43.102.120(5).

B. Limited Briefings

1. OII is authorized to provide limited briefings to the chief or sheriff of the involved agency about the progress of the investigation. RCW 43.102.120(5)(a)(i).
2. The briefing items related to the progress of the investigation include, but are not limited to:
 - a. The names of OII personnel conducting the investigation.
 - b. General timelines (crime scene release, estimated date of investigation completion, etc.).
 - c. Status of interview requests with involved agency personnel.
3. The briefing items related to the progress of the investigation will not include:
 - a. The nature of evidence collected.
 - b. Theories about what occurred.
 - c. Information obtained from video recordings or interviews.
 - d. Opinions as to whether a use of deadly force was justified or not.
 - e. The probability of charges being filed against an involved officer.

- f. OII recommendations regarding returning an officer from administrative leave to full duty.

C. Information Essential to Safety of Community or Integrity of Investigation

1. OII may share information with the involved agency if essential to protect the safety of the community or the integrity of any ongoing, urgent criminal investigation. RCW 43.102.120(5)(a)(ii).
2. Any information that is shared with an involved agency for the purposes of community safety or the integrity of any ongoing, urgent criminal investigation must not:
 - a. Impede the ongoing OII investigation, or,
 - b. Be divulged to any involved or witness officers.
3. OII will document in writing the exact information provided, to whom it was provided, and the reason it was provided. RCW 43.102.120(5)(b)(i).
4. OII will notify the person, family, or representative of any person who is the subject of the action by the involved officer that the information was provided and, as soon as possible without jeopardizing the integrity of any investigation, be provided with the information that was shared with the involved agency. RCW 43.102.120(5)(b)(iii).
5. If any information is shared with the involved agency related to community safety or the integrity of any ongoing, urgent criminal investigation, the involved agency must first agree in writing that:
 - a. No involved officer or witness officer will have access to the information other than what is released to the general public. RCW 43.102.120(5)(b)(ii).
 - b. Any involved agency press release containing information provided by OII pursuant to this section must be preapproved by OII. RCW 43.102.120(5)(b)(ii).

XII. Concurrent Criminal Investigations

- A. Use of deadly force incidents may also involve associated crimes.

- B. OII investigations will include a review of the entire incident, including but not limited to events immediately preceding the incident that may have contributed to or influenced the outcome of the incident that are directly related to the incident under investigation. RCW 43.102.080(4).
- C. However, OII will not investigate associated crimes potentially committed by a civilian. This responsibility falls to a local law enforcement agency with jurisdiction to investigate.
- D. Evidence that is relevant to these associated crimes will often be collected by or under the control of OII personnel investigating the use of deadly force by law enforcement.
- E. OII prefers that a non-involved agency or IIT investigates associated crimes related to an incident under investigation by OII whenever possible. This will allow necessary investigative information to be shared without compromising the independence of the OII investigation.
- F. However, uses of deadly force by law enforcement may have been preceded by a complex investigation by the involved agency into an associated crime. For example, the use of deadly force occurred while the involved agency was attempting to make an arrest for the crime of murder and the probable cause was developed by a complex investigation conducted by the involved agency. These circumstances, as well as lack of other available resources, may make it difficult for the involved agency to transfer the investigation to a non-involved agency.
- G. In these circumstances, OII will share investigative information with the involved agency as permitted by law, as described above.

XIII. Administrative Investigations

- A. Involved agencies may conduct an administrative investigation, either in parallel with or upon completion of OII's investigation.
- B. OII is prohibited from sharing any information with the involved agency for the purpose of the involved agency's administrative investigation. RCW 43.102.120(3)(b) & RCW 43.102.120(5)(a).

- C. Involved agency investigators, or investigators conducting an administrative investigation on behalf of the involved agency, will not be permitted to participate in, or review evidence from, an open OII investigation.

XIV. Media Releases

- A. OII is responsible for issuing press releases and updates on the status of the OII investigation to the media and to the person or the family or representative of the person against whom force was used.
- B. OII will provide the involved agency with press releases in advance. OII requests the involved agency provides the OII in advance with any press releases that it intends to issue.
- C. OII requests that the involved agency consults with OII and the assigned prosecuting attorney before any factual information about the investigation is provided to the public.
- D. OII requests sufficient advance notice before video from body-worn camera is released by the involved agency to the public so OII can provide the person against whom force was used, or their family, an opportunity to review the video prior to the release.
- E. OII will provide sufficient advance notice to the involved agency before releasing the names of any officer so that the involved agency can notify the officer.

Approved By:  _____
Roger Rogoff, Director

Date: 12/3/2024

Revision History

Date	OII Staff Responsible for Revision	Summary of Revision
12/3/24	Jessica Berliner	Updated RCW citations to match the Code Reviser's re-ordering of the definitions.

2024 IIT Agreement.pdf



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM WRITTEN AGREEMENT

Participating Agencies

Battle Ground Police Department, Camas Police Department, Clark County Sheriff's Office, Ridgefield Police Department, Skamania County Sheriff's Office, Vancouver Police Department, Washington State Patrol (Clark County), Washington State University Police-Vancouver, Washougal Police Department

1. Purpose and Scope:

The intent of this policy is to establish an Independent Investigation Team (IIT) as outlined in Washington Administrative Code, Chapter 139-12 – Law Enforcement Training and Community Safety Act. Once formed, the IIT will be responsible to investigate all incidents where deadly force was used by a law enforcement officer in our geographical region.

This written agreement is not intended to be the tool used to outline how the IIT functions, establish policy or procedures, or address legal matters. It is limited in scope to fulfill the requirements of WAC 139-12-020 that mandates the creation of an IIT through a written agreement by the participating agencies.

Signators to this written agreement are indicating their support for, or acceptance of the local IIT, and are agreeing to participate as member agencies.

2. Definitions:

Deadly force – As set forth in RCW 9A.16.010, "deadly force" means the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury.

Independent Investigative Team (IIT) - A team of qualified and certified peace officer investigators, civilian crime scene specialists, and at least two non-law enforcement community representatives who operate completely independent of any involved agency to conduct investigations of police deadly force incidents.

An IIT is created when multiple law enforcement agencies enter into a written agreement to investigate police use of deadly force incidents in their geographical regions. A single law enforcement agency may fulfill the independent investigative function, provided it is not the involved agency." (WAC139-12-020)

3. Geographic Area Covered:

This agreement extends to all lands within Clark County and Skamania County.

4. IIT Structure, protocols or operational procedures:

The chiefs and sheriffs of the member agencies will appoint the IIT leadership team and nonlaw enforcement community representatives in accordance with WAC 139-12-030. Once formed, the IIT leadership will meet and address questions of structure, protocols and operational procedures. Those matters will be addressed separately, and independent of this written agreement.

5. Termination:

Any agency may terminate their involvement in the IIT at any time with 30 days written notice to the other participating agencies.



CLARK & SKAMANIA COUNTY INDEPENDENT INVESTIGATION TEAM
WRITTEN AGREEMENT

EXECUTED on the day and year first written below.

CAMAS POLICE DEPARTMENT

Tina Jones

Printed Name

Tina Jones

Signature

Chief of Police

Title

06/06/24

Date

Address for Notice:

Tina M. Jones, Police Chief
Camas Police Department
City of Camas
2100 NE Third Avenue
Camas, WA 98607

Diplomatic and Consular Immunity - Guidance for Law Enforcement and Judicial Authorities.pdf



UNITED STATES DEPARTMENT OF STATE
OFFICE OF FOREIGN MISSIONS

Diplomatic *and* Consular Immunity:

Guidance for Law Enforcement
and Judicial Authorities





This booklet, which provides a guide to the categories of foreign mission personnel and the privileges and immunities to which each is entitled, is a joint publication of the U.S. Department of State's:

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UNITED STATES DEPARTMENT OF STATE
OFFICE OF FOREIGN MISSIONS

Diplomatic *and* Consular Immunity:

Guidance for Law Enforcement
and Judicial Authorities

Contents

Preface

2

I. Introduction

4

II. Legal and Practical Basis of Immunity

6

III. Categories of Persons Entitled to Privileges and Immunities

- *Members of Diplomatic Missions*
- *Members of Consular Posts (Normal and Special Bilateral)*
- *International Organization Personnel and National Missions to Such Organizations*
- *Designated Employees of TECRO/TECO*

16

IV. Identification of Persons Entitled to Privileges and Immunities in the United States

- *Identification Cards Issued by the U.S. Department of State*
- *Foreign Diplomatic Passports and U.S. "Diplomatic" Visas: Not Conclusive for Immunity*
- *Tax Exemption Cards: Not Conclusive for Immunity*
- *Automobile Registration, License Plates, and Driver's Licenses: Not Conclusive for Immunity*
- *Telephone Information and Verification*

V. Terms and Procedures

- *Correct Understanding of Immunity*
- *Personal Inviolability vs. Public Safety*
- *Waiver of Immunity*
- *Expulsion Procedure*
- *Official Acts Immunity*
- *Termination of Immunity*
- *Archives*

VI. Handling Incidents

- *U.S. Department of State Policy*
- *General Procedures*

VII. Conclusion

Appendices

- A. Examples: Identifying Documents
- B. Samples of U.S. Department of State-Issued Diplomatic and United Nations Missions License Plates
- C. Law Enforcement Aspects Summary Chart
- D. Useful Telephone Numbers

Preface

International law, to which the United States is firmly committed, requires that law enforcement authorities of the United States extend certain privileges and immunities to members of foreign diplomatic missions and consular posts.

Most of these privileges and immunities are not absolute, and law enforcement officers retain their fundamental responsibility to protect and police the orderly conduct of persons in the United States. This booklet provides a guide to the categories of foreign mission personnel and the privileges and immunities to which each is entitled. It explains how to identify (and verify the identity of) such persons and furnishes guidance to assist law enforcement officers in the handling of incidents involving foreign diplomatic and consular personnel.

Introduction

What Is diplomatic immunity?

Diplomatic immunity is a principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their personal activities.

The principle of diplomatic immunity is one of the oldest elements of foreign relations. Ancient Greek and Roman governments, for example, accorded special status to envoys, and the basic concept has evolved and endured until the present. As a matter of international law, diplomatic immunity was primarily based on custom and international practice until quite recently. In the period since World War II, a number of international conventions (most noteworthy, the Vienna Convention on Diplomatic Relations and the Vienna Convention on Consular Relations) have been concluded. These conventions have formalized the customary rules and made their application more uniform.

Notwithstanding the antiquity of the concept of diplomatic immunity, its purpose is often misunderstood by the citizens of this and other countries. Occasional abuses of diplomatic immunity, which are brought to public attention, have also served to prejudice public attitudes toward this practice. Dealing with the concept of immunity poses particular problems for law enforcement officers who, by virtue of their oath and training, are unaccustomed to granting special privileges or concessions to individuals who break the law. On the other hand, police officers who understand the importance of diplomatic immunity may be inclined to be overly generous in its application if they do not have a full understanding of its parameters. It is the purpose of this booklet to familiarize police

officers with the general rules of diplomatic and consular immunity and to provide them with specific guidance regarding the handling of difficult situations.

The term diplomatic immunity is popularly, and erroneously, understood to refer to special protections afforded all employees of foreign governments who are present in the United States as official representatives of their home governments. Law enforcement officials, however, must have a more sophisticated understanding of the concept. There are over 100,000 representatives of foreign governments, including dependents, in the United States. Many of these persons may be entitled to some degree of immunity under international law. Some of these persons are members of diplomatic missions, others are assigned to consular posts, and still others are employees of international organizations or members of national missions to such international organizations. For each of these categories of persons, particular rules apply and, even within these categories, different levels of immunity may be accorded to different classes of persons. Most of these persons are assigned to Washington, D.C., and New York City, but large numbers are assigned in other major cities around the country. Moreover, nearly all of these persons are free to travel around the country either on official business or for pleasure.

Legal and Practical Basis of Immunity

4

The special privileges and immunities accorded foreign diplomatic and consular representatives assigned to the United States reflect rules developed among the nations of the world regarding the manner in which civilized international relations must be conducted. The underlying concept is that foreign representatives can carry out their duties effectively only if they are accorded a certain degree of insulation from the application of standard law enforcement practices of the host country.

The United States benefits greatly from the concept as it protects U.S. diplomats assigned to countries with judicial systems far different than our own.

The various categories of immunity are explained below and a table is provided on page 40 to summarize elements of paramount concern to law enforcement officials, but all have a common legal foundation. While customary international law continues to refine the concepts of diplomatic and consular immunity, the basic rules are currently embodied in international treaties. These treaties have been formally adopted by the United States and are, therefore, pursuant to the U.S. Constitution, “the supreme law of the land.” The U.S. government is legally bound to ensure that such privileges and immunities are respected by its states and municipalities.

U.S. law regarding diplomatic immunity has its roots in England. In 1708, the British Parliament formally recognized diplomatic immunity and banned the arrest of foreign envoys. In 1790, the United States passed similar legislation that provided absolute immunity for diplomats and their families and servants, as well as for lower ranking diplomatic mission personnel. This 1790 law remained in force until 1978, when the present Diplomatic Relations Act (22 U.S.C. 254) was enacted to replace it.

The principal purpose of the 1978 Act was to bring U.S. law into line with the 1961 Vienna Convention on Diplomatic Relations (which entered into force for the United States in 1972). The 1978 Act imposed a more precise regime

and reduced the degree of immunity enjoyed by many persons at diplomatic missions.

On a practical level, a failure of the authorities of the United States to fully respect the immunities of foreign diplomatic and consular personnel may complicate diplomatic relations between the United States and the other country concerned. It may also lead to harsher treatment of U.S. personnel abroad, since the principle of reciprocity has, from the most ancient times, been integral to diplomatic and consular relations.

It should be emphasized that even at its highest level, diplomatic immunity does not exempt diplomatic officers from the obligation of conforming with national and local laws and regulations. Diplomatic immunity is not intended to serve as a license for persons to flout the law and purposely avoid liability for their actions. *The purpose of these privileges and immunities is not to benefit individuals but to ensure the efficient and effective performance of their official missions on behalf of their governments.* This is a crucial point for law enforcement officers to understand in their dealings with foreign diplomatic and consular personnel. While police officers are obliged, under international customary and treaty law, to recognize the immunity of the envoy, they must not ignore or condone the commission of crimes. As is explained in greater detail below, adherence to police procedures in such cases is often essential in order for the United States to formulate appropriate measures through diplomatic channels to deal with such offenders.

Categories of Persons Entitled to Privileges and Immunities

6

Members of Diplomatic Missions

Diplomatic missions are traditionally the principal communication link between the country that sends them and the host country. Accordingly, the staffs of diplomatic missions (embassies) are afforded the highest level of privileges and immunities in the host country in order that they may effectively perform their important duties.

Under modern international law (reflected in the Vienna Convention on Diplomatic Relations), however, there are different categories of persons within each diplomatic mission, some of whom enjoy greater immunities than others.

The categories of diplomatic mission personnel are defined primarily with reference to the functions performed.¹ “Diplomatic agent” is the term for ambassadors and the other diplomatic officers who generally have the function of dealing directly with host country officials. This category enjoys the highest degree of immunity. The next category is “members of the administrative and technical staff” of the mission, which includes those persons who support the activities of diplomatic agents. This category includes secretaries, certain clerical personnel, office managers, and certain professional security personnel. Note the term “secretary” used here should not be confused with the diplomatic rank of “Secretary” (such as a 1st or 2nd Secretary) which is normally a diplomatic agent. Members of the administrative and technical staff enjoy privileges and immunities that in some respects are less than diplomatic agents. Finally, there are the “members of the service staff” of the diplomatic mission

who perform tasks such as driving, cleaning, and/or grounds maintenance. These persons are afforded significantly less in the way of privileges and immunities. The privileges and immunities of each of these groups is explained in more detail in following sections, and a table is provided to summarize the privileges and immunities of greatest interest to law enforcement personnel.² Also provided is an explanation of important exceptions to the general rules. (A discussion of tax and customs duty exemptions and other privileges not of immediate concern to law enforcement and judicial authorities is not included in this booklet.)

Diplomatic Agents

Diplomatic agents enjoy the highest degree of privileges and immunities. They enjoy complete personal inviolability, which means that they may not be handcuffed (except in extraordinary circumstances), arrested, or detained; and neither their property (including vehicles) nor residences may be entered or searched. Diplomatic agents also enjoy complete immunity from the criminal jurisdiction of the host country’s courts and thus cannot be prosecuted no matter how serious the offense unless their immunity is

¹ The definition of these categories is general since the category into which specific individuals fall may differ depending on reciprocal practices with the countries concerned. Law enforcement personnel, however, do not need to worry about these distinctions in operational situations. Their responsibility is to assure that the appropriate degree of immunity is afforded once the person concerned has been precisely identified.

² The private servants of diplomatic personnel enjoy no jurisdictional immunity or inviolability in the United States.

waived by the sending state (see the following discussion). While it is not ordinarily of concern to police authorities, they also have immunity from civil suits except in four very limited circumstances: (a) in connection with real property transactions not conducted on behalf of the mission; (b) in connection with any role they may play as executor for or heir to an estate being distributed in the host country; (c) in connection with the performance of professional or commercial activities outside the scope of their official duties; or (d) in respect of counterclaims on the same subject matter when they have been the initiating party in a suit. Finally, they enjoy complete immunity from the obligation to provide evidence as witnesses and cannot be required to testify even, for example, if they have been the victim of a crime.

Family members forming part of the household of diplomatic agents enjoy precisely the same privileges and immunities as do the sponsoring diplomatic agents.³

Members of Administrative and Technical Staff

Members of the administrative and technical staff of a diplomatic mission perform tasks critical to the inner workings of the embassy. Accordingly, they enjoy privileges and

immunities identical to those of diplomatic agents in respect of personal inviolability, immunity from criminal jurisdiction, and immunity from the obligation to provide evidence as witnesses. Their immunity from civil jurisdiction, however, is quite different. Members of the administrative and technical staff enjoy immunity from civil jurisdiction only in connection with the performance of their official duties. This is commonly known as official acts or functional immunity and is explained in more detail in a following section that addresses consular privileges and immunities.

Like those of diplomatic agents, the recognized family members of administrative and technical staff enjoy the same privileges and immunities from the host country's criminal jurisdiction as their sponsors. Since these family members have no official duties to perform, they enjoy no immunity from civil jurisdiction.

Members of Service Staff

Members of the service staff of diplomatic missions perform less critical support tasks for the missions and are accorded much less in the way of privileges and immunities than are those in the other categories. Service staff members have official acts immunity only (see further explanation below) and enjoy

³ The United States defines members of the household to include: spouses, children until the age of 21 (until the age of 23 if they are full-time students at an institution of higher learning), and such other persons expressly agreed to by the U.S. Department of State in extraordinary circumstances.

no personal inviolability, no inviolability of property, and no immunity from the obligation to provide evidence as witnesses. The families of service staff members enjoy no privileges or immunities.

Nationals or Permanent Residents of the United States

The general rules set forth previously assume that the staff members of the diplomatic mission are nationals of the sending country or some third country. The United States, as a matter of policy, does not normally accept as diplomatic agents its own nationals, legal permanent residents of the United States, or others who are “permanently resident in” the United States.⁴ The family members of diplomatic agents enjoy no privileges or immunities if they are nationals of the United States. Members of the administrative and technical staff (including their families) and members of the service staff enjoy no privileges and immunities if they are U.S. nationals, legal permanent residents, or foreign nationals “permanently resident in” the United States.

Police officers should not have to deal with this distinction since the U.S. Department of State issues identification cards (see the following discussion) with the nationality principle in mind. However, it is important

for law enforcement officials to understand these principles generally, because they could confront a situation wherein a U.S. citizen spouse of a foreign national diplomatic agent (who lacks the correct identity documents) attempts to establish his or her immunity solely on the basis of proving a relationship with the diplomatic agent.

Special Bilateral Agreements

There are some countries with which the United States has concluded bilateral agreements that grant to all members of the staff of their respective embassies (provided that they are nationals of the sending country) the privileges and immunities to which only diplomatic agents are normally entitled. Identification cards will reflect this status but police officers should be aware of this distinction because they may have to confront situations where a chauffeur or mechanic from the embassy of one of these countries asserts a right to full diplomatic privileges and immunities.

Temporary Duty

Persons sent to the United States on short-term official duty with diplomatic missions ordinarily do not enjoy any privileges and immunities (law enforcement authorities

⁴ A member of a mission, other than a diplomatic agent, “permanently resident in” the United States for purposes of Article 38(2) of the VCDR and Article 71(2) of the VCCR enjoys no privileges and immunities pursuant to the Vienna Conventions.

should nonetheless always seek prompt verification from the U.S. Department of State in particular cases involving such individuals).

Waivers

Always keep in mind that privileges and immunities are extended from one country to another in order to permit their respective representatives to perform their duties effectively; in a sense, it may be said the sending countries “own” these privileges and immunities. Therefore, while the individual enjoying such immunities may not waive them, the sending states can, and do. Police authorities should never address the alleged commission of a crime by a person enjoying full criminal immunity with the belief that there is no possibility that a prosecution could result. The U.S. Department of State requests waivers of immunity in every case where the prosecutor advises that, but for the immunity, charges would be pursued. In serious cases, if a waiver is refused, the offender will be expelled from the United States and the U.S. Department of State will request that a warrant be issued and appropriate entries to the National Crime Information Center (NCIC) database be made by the responsible jurisdiction. The seeking of waiver of immunity is handled entirely via diplomatic channels, but effective and informed police work becomes the basis of the prosecutor’s decision and the foundation for the U.S. Department of State’s waiver requests and any subsequent prosecutions or expulsions.

Members of Consular Posts (Normal and Special Bilateral)

Consular personnel perform a variety of functions of principal interest to their respective sending countries (e.g., issuance of travel documents, attending to the difficulties of their own nationals who are in the host country, and generally promoting the commerce of the sending country). Countries have long recognized the importance of consular functions to their overall relations, but consular personnel generally do not have the principal role of providing communication between the two countries — that function is performed by diplomatic agents at embassies in capitals. The 1963 Vienna Convention on Consular Relations grants a very limited level of privileges and immunities to consular personnel assigned to consulates that are **located outside of capitals**.

There is a common misunderstanding that consular personnel have diplomatic status and are entitled to diplomatic immunity.

Consular Officers

Consular officers are those members of consular posts who are recognized by both the sending and the host country as fully authorized to perform the broad array of formal consular functions. They have only

official acts or functional immunity in respect of both criminal and civil matters, and their personal inviolability is quite limited. Consular officers may be arrested or detained pending trial only if the offense is a felony and that the arrest is made pursuant to a decision by a competent judicial authority (e.g., a warrant issued by an appropriate court).⁵ They can be prosecuted for misdemeanors, but remain at liberty pending trial or other disposition of charges. Property of consular officers is not inviolable. Consular officers are not obliged to provide evidence as witnesses in connection with matters involving their official duties, to produce official documents, or to provide expert witness testimony on the laws of the sending country. Absent a bilateral agreement, the family members of consular officers enjoy no personal inviolability and no jurisdictional immunity of any kind.

As indicated, official acts immunity pertains in numerous different circumstances. No law enforcement officer, U.S. Department of State officer, diplomatic mission, or consulate is authorized to determine whether a given set of circumstances constitutes an official act. This is an issue which may only be resolved by the court with subject matter jurisdiction over the alleged crime. Thus, a person enjoying official acts immunity from criminal jurisdiction may be charged with a crime and may, in this

connection, always be required to appear in court (in person or through counsel). At this point, however, such person may assert as an affirmative defense that the actions complained of arose in connection with the performance of official acts. If, upon examination of the circumstances complained of, the court agrees, then the court is without jurisdiction to proceed and the case must be dismissed. Law enforcement officers are requested to contact the Department of State before arresting a consular officer, or, if not possible, immediately after arrest.

Consular officers who are full-time practitioners of consular functions are referred to as “career” consular officers. These officers are normally nationals of the sending country who are sent to the United States to perform these functions for a specific period and then are transferred to a further assignment. Career consular officers are prohibited by international law from engaging in professional or commercial activities outside the scope of their official consular functions.

Consular Employees

Consular employees perform the administrative and technical support services for the consular post. They have no personal inviolability, only official acts immunity, and enjoy immunity from the obligation to provide evidence as witnesses

⁵ Police officers should note this distinction carefully. In connection with other categories discussed in this booklet, either a person is absolutely protected from arrest or, alternatively, he or she has no immunity from arrest whatsoever. In the case of career consular officers, such arrest may be carried out only if the police officer is operating under the authority of a warrant or similar judicial authorization. Note, however, the discussion below of the public safety prerogatives of police authorities.

only in respect of official acts. Their family members enjoy no personal inviolability or jurisdictional immunities of any kind.

Consular Service Staff

Consular service staff do not enjoy personal inviolability or jurisdictional immunity of any kind, but they do have immunity from the obligation to provide evidence as witnesses in respect of official acts. Their family members enjoy no personal inviolability or jurisdictional immunity of any kind.

Nationals or Permanent Residents of the United States

Consular employees and consular service staff who are U.S. nationals, legal permanent residents, or who are permanently resident in the United States enjoy no personal inviolability or jurisdictional immunity in the United States. (See footnote 4.)

Honorary Consuls

Honorary consuls are American citizens or permanent resident aliens who perform consular services on a part-time basis. Honorary consuls, unlike career consuls, are permitted to carry on another business. These persons have “official acts” immunity only and immunity from the obligation to provide evidence as witnesses only in respect

of official acts. They do not enjoy personal inviolability and may be arrested pending trial if circumstances should otherwise warrant. Family members enjoy no immunity or personal inviolability.

Honorary consuls are issued official identification cards by the U.S. Department of State.

Special Bilateral Agreements

In some cases, a country and the United States have concluded a bilateral consular agreement that grants to members of the staff of their consulates (provided they are not U.S. nationals, legal permanent residents, or permanently resident in the United States) privileges and immunities approximating those afforded diplomatic agents. Law enforcement officers should be aware that these arrangements are not uniform and the U.S. Department of State identification cards issued to these persons reflect the appropriate level of immunity.

Temporary Duty

Persons sent to the United States on short-term official duty with diplomatic missions ordinarily do not enjoy any privileges and immunities (law enforcement authorities should nonetheless always seek prompt verification from the U.S. Department of State in particular cases involving such individuals).

Waivers

As is the case with diplomatic mission personnel, the sending country may always waive the privileges or immunities of members of its consular posts. This is less likely to be an issue for consular personnel, however, since their immunities are so limited.

International Organization Personnel and National Missions to Such Organizations

International organizations, such as the United Nations, are relatively modern entities. The privileges and immunities of the personnel of such organizations and the personnel of national missions to such organizations have a different basis than that of diplomatic and consular representatives. In the case of international organizations, the nations concerned have agreed that the important purposes of such organizations may be accomplished only if a certain measure of privileges and immunities are afforded to their participants. The nations concerned have concluded treaties embodying such grants of privileges and immunities. Some, including the United States, enacted domestic legislation granting specific privileges and immunities to certain categories of persons

not covered by the treaties. In determining the degree of inviolability or immunity, law enforcement officers will be guided primarily by the identity documents that have been issued to such persons. The following, however, provides a general overview of the distribution of privileges and immunities in connection with international organizations.

Personnel of International Organizations

International organizations that have headquarters or other offices in the United States are staffed with administrative and executive employees, as necessary, to carry out their functions. The vast majority of these employees enjoy only official acts immunity as provided for in U.S. domestic legislation (the International Organizations Immunities Act, 22 U.S.C. 2881) and no personal inviolability. In certain cases, however, the most senior executives of such organizations have been accorded privileges and immunities equal to those afforded diplomatic agents. This is the case for the Secretary General of the United Nations and for all Under Secretaries-General and Assistant Secretaries-General of the United Nations, Principal Resident Representatives of the International Monetary Fund and the World Bank, as well as some senior officials of the Organization of American States secretariat.

Personnel of National Missions to International Organizations

The United Nations and the Organization of American States are headquartered in the United States, and most of their member states maintain permanent missions to the headquarters in the United States. The permanent representatives staffing these missions are accredited to the international organization concerned (not to the United States), but their privileges and immunities are nonetheless often defined by reference to the status of diplomatic personnel who are accredited to the United States.

As is the case with diplomatic missions, the assignment of privileges and immunities is differentiated generally on the basis of the functions performed. The most senior representatives in these missions to international organizations have privileges and immunities equivalent to those afforded diplomatic agents. The remainder of the staffs of these missions have only official acts immunity pursuant to the International Organizations Immunities Act and no personal inviolability.

Short-term official visitors from other states to the United Nations or to international conferences convened by the United Nations may enjoy full diplomatic immunity equivalent to that afforded diplomatic agents.

Owing to the temporary nature of their visit, such officials will normally not have the usual official identity documents recognizable in the United States. Law enforcement officials (particularly in New York) should be sensitive to the existence of this situation and always coordinate with the U.S. authorities indicated in the list of Useful Phone Numbers if confronted with an apparent offender appearing to fall into this category.

Designated Employees of TECRO and TECO

Designated Employees of the Taipei Economic and Cultural Representative Office in the United States (TECRO) and of the Taipei Economic and Cultural Offices (TECO)

The Taipei Economic and Cultural Representative Office in the United States (TECRO) and its subsidiary offices, the Taipei Economic and Cultural Offices (TECO), facilitate the commercial, cultural, and other relations between the people of the United States and the people on Taiwan. They operate in the United States pursuant to the Taiwan Relations Act of 1979 and the Agreement on Privileges, Exemptions, and Immunities between the American Institute in Taiwan and the Taipei Economic and Cultural Representative Office in the United States

(the Agreement), dated February 4, 2013. The following is a summary of the immunities enjoyed by TECRO and TECO personnel and their eligible dependents under the Agreement.

TECRO Designated Employees

Designated employees of TECRO, located in Washington, D.C., who are accredited by the American Institute in Taiwan (AIT), enjoy full immunity from criminal jurisdiction, but only enjoy immunity from civil jurisdiction with respect to their official acts. They are not subject to any form of arrest or detention. Their residences may not be entered or searched. Their property (including vehicles) may not be entered or searched in matters involving the exercise of criminal jurisdiction or matters related to the exercise of civil jurisdiction with respect to acts performed within their official duties. They may not be obliged to give evidence as a witness in criminal, civil, administrative, or other proceedings.

The immediate family members of a TECRO designated employee, forming part of his or her household, enjoy the same immunity from criminal jurisdiction, arrest, and detention, so long as such individuals are not U.S. nationals or permanent residents.

TECO Head and Deputy Head

The head and deputy head of each TECO, located outside Washington, D.C., who are accredited by AIT, enjoy immunity from civil and criminal jurisdiction only with respect to their official acts. However, they may not be arrested or detained pending trial, except pursuant to a felony warrant. Their residences and property are not inviolable, and they may decline to give evidence as a witness only on matters related to their official duties.

The immediate family members of a TECO head or deputy head enjoy no personal inviolability or jurisdictional immunities of any kind.

TECO Designated Employees

Designated TECO employees, who are accredited by AIT, have no personal inviolability, only official acts immunity, and enjoy immunity from the obligation to provide evidence as a witness only in respect to official acts.

The immediate family members of a TECO designated employee enjoy no personal inviolability or jurisdictional immunities of any kind.

Identification of Persons Entitled to Privileges and Immunities in the United States

16

It is critical for a law enforcement officer to identify quickly and accurately the status of any person asserting immunity. Numerous documents are associated with foreign diplomats; only one provides an accurate indication of the status of the holder. This section endeavors to explain the array of documents and clarify for police officers which one may be relied upon.

Identification Cards Issued by the U.S. Department Of State

The only authoritative identity document is the identity card issued by the U.S. Department of State, the U.S. Mission to the United Nations in the case of persons accredited to the United Nations, and the American Institute in Taiwan for the employees of TECRO or TECO. There are three types of identification cards (see sample cards beginning on page 30): Diplomatic (blue border for diplomats), Official (green border for embassy employees and United Nations Permanent Mission support staff, and TECRO employees), and Consular (red border for consular personnel and TECO employees).

The identification cards are 3-7/16" x 2-3/16" and contain a photograph of the bearer. The bearer's name, title, mission, city and state, date of birth, identification number, and expiration date appear on the front of the card. The U.S. Department of State seal appears on the back of the card. A brief statement of the bearer's criminal immunity, if any, is printed on the reverse side.

While this form of identification is generally to be relied upon, law enforcement authorities are nonetheless urged to immediately seek verification as indicated below in connection

with any serious incident or in any case where they have reason to doubt the validity of the card. Police officers should be alert to the fact that newly arrived members of diplomatic and consular staffs may not yet have these official identity documents and should contact the U.S. Department of State at numbers listed in the Useful Telephone Numbers on page 42 for verification if confronted with such situations.

Foreign Diplomatic Passports and U.S. Diplomatic Visas: Not Conclusive for Immunity

Foreign diplomatic passports containing U.S. "A" or "G" visas are issued to a broad range of persons, including some individuals who possess varying levels of privileges and immunities but also those who are not accredited to the United States or to international organizations and who therefore enjoy no privileges and immunities in the United States.⁶ This situation is often not fully understood, even by the bearers of such documents, so police officers must be alert to good faith, but erroneous, assertions of immunity by those not entitled to it.

The possession of these documents is an indication that the bearer might be entitled to privileges and immunities in the United States. As mentioned above, temporary duty visitors to the United Nations might have only

⁶ All foreign personnel assigned to official duty at bilateral diplomatic or consular missions in the United States would have A-category visas. G-category visas are issued to foreign personnel assigned to duty at an international organization in the United States or at a foreign country's mission to such organization.

such documents and might nonetheless be entitled to immunity in the United States. A similar situation could arise in connection with the foreign officer who has just joined a diplomatic mission or consular post and has not yet received the appropriate U.S. identity documents. In cases of doubt, police officers should always coordinate with U.S. authorities on the list of Useful Telephone Numbers.

Tax Exemption Cards: Not Conclusive for Immunity

Under international law, many members of diplomatic missions and consular posts and certain people associated with international organizations would normally be entitled to exemption from sales taxation in the United States. However, significant numbers of these individuals do not enjoy this privilege owing to considerations based on reciprocity. The U.S. Department of State issues tax exemption cards to all those entitled to such exemptions, but tax cards do not give a definitive indication of the degree of immunity of the bearer. (See sample tax exemption cards on page 36.) Accordingly, tax exemption cards should not be relied upon for immunity purposes and should be

considered only as an indication that the bearer may enjoy some degree of immunity.

Automobile Registration, License Plates, and Driver's Licenses: Not Conclusive for Immunity

The U.S. Department of State, through its Office of Foreign Missions' Diplomatic Motor Vehicle Office, has jurisdiction over the registration of vehicles, the issuance of distinctive license plates for those vehicles, and the issuance of operator permits for individuals who enjoy privileges and immunities in the United States. (See sample driver's license and non-driver's ID cards on page 34.) As is the case with tax exemption cards, these federal registration documents and driver's licenses do not definitively reflect the degree of privileges and immunities of the bearer. They should be relied upon only as an indication that the bearer may enjoy some degree of immunity. Vehicle license plates issued by the U.S. Department of State must be understood properly by law enforcement authorities in order to avoid confusion.

THE PLATES ARE CODED TO REFLECT THE DEGREE OF IMMUNITY THAT THE REGISTERED OWNER OF THE VEHICLE ENJOYS:

PLATES WITH A "D" PREFIX OR SUFFIX are issued to diplomatic missions and those members who hold diplomatic rank.

PLATES WITH A "C" PREFIX are issued to consular missions and career consular officers.

PLATES WITH AN "S" PREFIX are issued to the administrative and technical staff at diplomatic missions and consular employees at consular missions.

PLATES WITH AN "A" PREFIX OR SUFFIX are issued to official vehicles of the Secretariats of the United

Nations and the Organization of American States and the personally owned vehicles of those staff members who have diplomatic status.

PLATES WITH AN "E" PREFIX are issued to other foreign missions that are not included in the above categories and their eligible employees.

The U.S. Department of State's distinctive license plates are designed to assist officers in identifying vehicles that belong to foreign missions and those mission members who may enjoy some degree of immunity. However, those plates alone should not be considered verification of the status of the vehicle's operator. For example, police officers should bear in mind that a diplomatic agent who is visiting a consulate may be driving a car with "C" plates. Or a U.S. citizen who is the spouse of a diplomat may be driving a car with "D" plates even though he or she does not have immunity. (Conversely, a diplomatic agent or consular officer may be driving a rented or borrowed car that does not have any type of U.S. Department of State license plate.) These examples serve to emphasize that, whatever kind of license plate is on a vehicle, police officers need to verify with the Department of State a driver's claim of diplomatic or consular status.

A vehicle registration card is issued at the time of initial registration and registration renewal. It contains the following information: name and address of the registered owner, license plate number, vehicle identification number, vehicle make, vehicle model, vehicle color, date of initial registration, and expiration date of the current registration. Decals with the month and year reflecting the expiration date of the current registration period are issued with the card and must be displayed on the vehicle's rear license plate.

The U.S. Department of State's vehicle registration and driver's license status records are available to law enforcement agencies through the National Law Enforcement Telecommunications System (NLETS). Agencies may access these records using the standard NLETS registration and driver query formats. NLETS has assigned state code (destination ORI) "US" to this data base. If an agency requires additional motor vehicle information, it can be obtained telephonically using the numbers on the back of the diplomatic driver's license (also see list of Useful Phone Numbers, page 42) or by sending an administrative message to "DCDOS015V."

Telephonic Information and Verification

In all cases, including those in which the individual provides a U.S. Department of State-issued identification card, the law enforcement officer should verify the immunity status with the U.S. Department of State.

Department of State representatives are available 24-hours daily to assist in emergency situations and when immediate confirmation of a person's status is required. The telephone numbers are printed directly on the back of all Department of State-issued identification cards and driver's licenses for ready use in such instances, and are also provided on page 30 herein for reference.

Terms and Procedures

Correct Understanding of Immunity

Frequently (and erroneously), immunity is understood to mean pardon, total exoneration, or total release from the responsibility to comply with the law. In actuality, immunity is simply a legal barrier which precludes U.S. courts from exercising jurisdiction over cases against persons who enjoy it and in no way releases such persons from the duty, embodied in international law, to respect the laws and regulations of the United States.

Even those who properly understand the concept of immunity sometimes erroneously believe that it is senseless to waste valuable police time in the investigation and paperwork essential to building a legal case on the assumption that there is no possibility that a conviction will result. However, there are diplomatic remedies available to deal with such persons even when immunity bars prosecution and conviction. As explained below, there are a number of important reasons for police authorities to give careful attention to the documentation of incidents involving persons enjoying privileges and immunities. Such incidents should always be promptly reported to the U.S. Department of State.

Personal Inviolability vs. Public Safety

Personal inviolability is enjoyed to some degree by a majority of foreign diplomatic and consular personnel. This inviolability generally precludes handcuffing, arrest, or detention in any form and forbids U.S. authorities from entering the residences, automobiles, or other property of protected persons. Personal inviolability is, however, qualified by the understanding, well established in international practice, that the host country does not give up its right to protect the safety and welfare of its populace and retains the right, in extraordinary circumstances, to prevent the commission of a crime.

Thus, in circumstances where public safety is in imminent danger or it is apparent that a grave crime may otherwise be committed, police authorities may intervene to the extent necessary to halt such activity. This naturally includes the power of the police to defend themselves from personal harm.

Waiver of Immunity

Diplomatic and consular immunity are not intended to benefit the individual; they are intended to benefit the mission of the foreign government or international organization. Thus an individual does not “own” his or her immunity and it may be waived, in whole or in part, by the mission member’s government. The U.S. Department of State will request a waiver of immunity in every case in which the prosecutor advises that he or she would prosecute but for immunity. The U.S. Department of State’s ability to secure such waiver may depend to a large degree on the strength (and documentation) of the case at issue. Similarly, it is of little avail for the U.S. Department of State to secure a waiver of immunity in a particular case, if the case has not been developed with sufficient care and completeness to permit a successful subsequent prosecution. Proper documentation and reporting by law enforcement authorities play a critical role in both of these respects.

Expulsion Procedure

The criminal immunity that foreign diplomatic and some consular personnel enjoy protects them from the normal jurisdiction of the courts with respect to alleged criminal activity. However, in those instances in which a person with immunity is believed to have committed a serious offense (any felony or crime of violence) and the sending country has not acceded to the U.S. Department of State's request for a waiver of immunity, it is the Department's policy to require the departure of that individual from the United States. Requiring the departure of a person who enjoys immunity is an extreme diplomatic tool, and it is used only after the most careful consideration to ensure that the United States is not perceived as having acted in an arbitrary, capricious, or prejudiced manner. A high standard of police investigation, records, and reporting in diplomatic incident cases is therefore essential to permit the Department to make the appropriate decision.

Official Acts Immunity

As explained in Section III, official acts immunity is not a prima facie bar to the exercise of jurisdiction by U.S. courts. Rather, it is an affirmative defense to be raised before the U.S. court with subject matter jurisdiction over the alleged crime. Only such court, in the full light of all the relevant facts, determines whether the action complained of was an official act. Should the court determine that official acts immunity applies in a certain case, international law precludes the further exercise of jurisdiction by the United States. Judicial determination in a case of this type is very much dependent on the facts surrounding the incident; therefore, a full and complete police report may be critical in permitting the court to make a just decision.

Termination of Immunity

Criminal immunity precludes the exercise of jurisdiction by the courts over an individual whether the incident occurred prior to or during the period in which such immunity exists. This jurisdictional bar is, however, not a perpetual benefit. With the exception of immunity for official acts (which exists indefinitely), criminal immunity expires upon the termination of the diplomatic or consular tour of the individual enjoying immunity. Therefore, obtaining an indictment, information, or arrest warrant could lay the basis for a prosecution at a later date, e.g., if the diplomat returns to the United States at a later date in a private capacity. Moreover, the existence of an outstanding arrest warrant may be entered into the records of the National Crime Information Center (NCIC) and thus serve to bar the subsequent issuance of a U.S. visa permitting such person to enter the United States.

Archives

The archives and official documents of a diplomatic or consular post are inviolable at all times and wherever they may be. The consular archives and documents of a consular post headed by an honorary consular officer are inviolable provided they are kept separate from other papers and documents of a private or commercial nature relating to other activities of an honorary consular officer or persons working with that consular officer.

Handling Incidents

U.S. Department of State Policy

It is the policy of the U.S. Department of State, with respect to alleged criminal violations by persons with immunity from criminal jurisdiction, to encourage law enforcement authorities to pursue investigations vigorously, to prepare cases carefully and completely, and to document properly each incident so that charges may be pursued as far as possible in the U.S. judicial system.

The U.S. Department of State will, in all incidents involving persons with immunity from criminal jurisdiction, request a waiver of that immunity from the sending country if the prosecutor advises that but for such immunity he or she would prosecute or otherwise pursue the criminal charge. If the charge is a felony or any crime of violence, and the sending country does not waive immunity, the U.S. Department of State will require that person to depart the United States and not return unless he or she does so to submit to the jurisdiction of the court with subject matter jurisdiction over the offense. Upon departure, the Department will request that law enforcement issue a warrant for the person's arrest so that the name will be entered in NCIC.

The vast majority of persons entitled to privileges and immunities in the United States are judicious in their actions and keenly aware of the significance attached to their actions as representatives of their sending country. On occasion, however, one of them may become involved in criminal misconduct. The more common violations are traffic (illegal parking, speeding, reckless driving, and DWI), shoplifting, and assault.

Whatever the offense or circumstances of contact, law enforcement officers should keep in mind that such persons are official representatives of foreign governments who are to be accorded the maximum degree of respect possible under the circumstances. It is not an exaggeration to say that police handling of incidents in this country may have a direct effect on the treatment of U.S. diplomatic or consular personnel abroad.

General Procedures

Verifying Suspect Identity and Status

When a law enforcement officer is called to the scene of a criminal incident involving a person who claims diplomatic or consular immunity, the first step should be to verify the status of the suspect. Should the person be unable to produce satisfactory identification and the situation be one that would normally warrant arrest or detention, the officer should inform the individual that he or she will be detained until his or her identity can be confirmed. In all cases, including those in which the suspect provides a U.S. Department of State-issued identification card, the law enforcement officer should verify the suspect's status by contacting the U.S. Department of State or, in the case of the UN community, with the U.S. Mission to the United Nations at the phone numbers listed in the back of this booklet (Useful Telephone Numbers). Once the status is verified, the officer should prepare his or her report, fully describing the details and circumstances of the incident in accordance with normal police procedures.

Personal Inviolability and Questions Regarding Handcuffing

If the suspect enjoys personal inviolability, he or she may not be handcuffed, except when that individual poses an immediate threat to safety, and may not be arrested or detained. Once all pertinent information is obtained, that person must be released. A copy of the incident report should be faxed or emailed as soon as possible to the U.S. Department of State in Washington, D.C.,

or to the U.S. Mission to the UN in New York in cases involving the UN community. Detailed documentation of incidents is essential to enable the U.S. Department of State to carry out its policies.

Traffic Enforcement

Stopping a mission member or dependent and issuing a traffic citation for a moving violation is permitted and does not constitute arrest or detention. However, the subject may not be compelled to sign the citation. In all cases, officers should follow their departmental guidelines and document the facts of the case fully. A copy of the citation and any other documentation regarding the incident should be forwarded to the U.S. Department of State as soon as possible.

For “must appear” offenses, the Department uses the citation and any report as the basis for requesting an “express waiver of immunity.” Individuals cited for pre-payable offenses are given the option of paying the fine or obtaining a waiver in order to contest the charge.

DUI and Other Serious Cases

In serious cases, e.g., DWI, DUI, personal injury, and accidents, officers on the scene should make telephonic notification to the U.S. Department of State (using the numbers provided on the reverse side of the Department of State driver’s license if available). The

officer should follow his or her department’s guidelines with respect to the conduct of a field sobriety investigation. If appropriate, standardized field sobriety testing should be offered and the results fully documented. The taking of these tests may not be compelled. If the officer judges the individual too impaired to drive safely, the officer should not permit the individual to continue to drive (even in the case of diplomatic agents). Depending on the circumstances, there are several options. The officer may, with the individual’s permission, take the individual to the police station or other location where he or she may recover sufficiently to drive; the officer may summon, or allow the individual to summon, a friend or relative to drive; or the police officer may call a taxi for the individual. If appropriate, the police may choose to provide the individual with transportation.

Driver History, Infractions, and “Point” Program

The U.S. Department of State’s Diplomatic Motor Vehicle Office maintains driver histories on all its licensees and assesses points for moving violations. Drivers who demonstrate a pattern of bad driving habits or who commit an egregious offense such as DWI are subject to having their licenses suspended or revoked as appropriate. This policy can be enforced effectively only if all driving infractions (DWI, DUI, reckless driving, etc.) are reported promptly to the U.S. Department of State. It

is U.S. Department of State policy to assign “points” for driving infractions and to suspend the operator license of foreign mission personnel who abuse the privilege of driving in the United States by repeatedly committing traffic violations and demonstrating unsafe driving practices.

Property Inviolability and Vehicles

The property of a person enjoying full criminal immunity, including his or her vehicle, may not be searched or seized. Such vehicles may not be impounded or “booted” but may be towed the distance necessary to remove them from obstructing traffic or endangering public safety. If a vehicle that is owned by a diplomat is suspected of being stolen or used in the commission of a crime, occupants of the vehicle may be required to present vehicle documentation to permit police verification of the vehicle’s status through standard access to NLETS (use access code US). Should the vehicle prove to have been stolen or to have been used by unauthorized persons in the commission of a crime, the inviolability to which the vehicle would normally be entitled must be considered temporarily suspended, and normal search of the vehicle and, if appropriate, its detention, are permissible.

Vehicles registered to consular officials, including those with full criminal immunity, and consulates are not inviolable and may be towed, impounded, or booted in accordance

with local procedures. The U.S. Department of State should be notified if a consular vehicle has been detained or impounded so that its Office of Foreign Missions can follow up with the proper consular official or mission.

U.S. Department of State License Plates

Federal license plates issued by the U.S. Department of State are not the property of the diplomat or of a diplomatic mission and remain the property of the Department at all times. As such, they must be surrendered to the U.S. Department of State when recalled. Similarly, these license plates may not be transferred from the vehicle to which they were assigned by the U.S. Department of State without the authorization of its Office of Foreign Missions.

Insurance

In cases where the officer at the scene has determined that the vehicle is being operated without insurance and/or has verified with the U.S. Department of State that the vehicle bearing U.S. Department of State license plates is not the vehicle for which those plates were intended, the Department may request that the local law enforcement agency impound the plates and return them to the Department. Such impoundment should only be upon the request of the U.S. Department of State. Subsequent detention of the vehicle must conform to the guidelines above.

Conclusion

It is important that law enforcement and judicial authorities of the United States always treat foreign diplomatic and consular personnel with respect and with due regard for the privileges and immunities to which they are entitled under international law.

Any failure to do so has the potential of casting doubt on the commitment of the United States to carry out its international obligations or of negatively influencing larger foreign policy interests.

As stated above, however, appropriate caution should not become a total “hands off” attitude in connection with criminal law enforcement actions involving diplomats.

Foreign diplomats who violate traffic laws should be cited. Allegations of serious crimes should be fully investigated, promptly reported to the U.S. Department of State, and procedurally developed to the maximum permissible extent.

Local law enforcement authorities should never be inhibited in their efforts to protect the public welfare in extreme situations. The U.S. Department of State should be advised promptly of any serious difficulties arising in connection with diplomatic or consular personnel. Law enforcement and judicial authorities should feel free to contact the U.S. Department of State for general advice on any matter concerning diplomatic or consular personnel.

APPENDICES ►

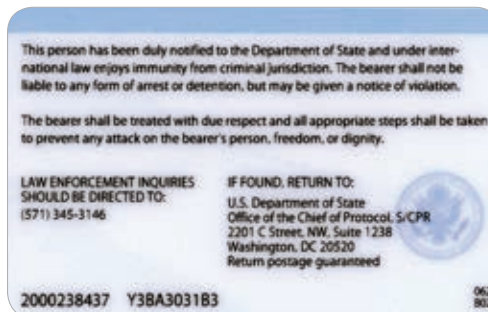
APPENDIX A

EXAMPLES: IDENTIFYING DOCUMENTS

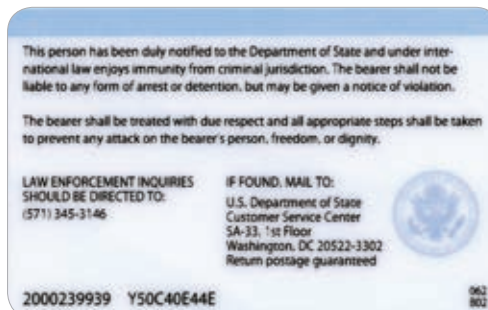
U.S. DEPARTMENT OF STATE IDENTIFICATION CARDS

The United States Department of State, the U.S. Mission to the United Nations, and the American Institute in Taiwan issue identification documents to foreign government personnel who are entitled to immunity. Samples of the identification cards are provided here. Because there are different degrees of immunity, law enforcement officers should read carefully identification cards presented to them.

Diplomatic and Embassy Staff Identification Cards



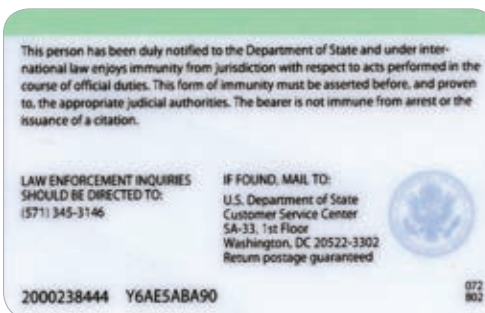
Blue bordered cards are issued to Ambassadors/Chiefs of Mission/Deputy Chiefs of Mission and their families. They are entitled to full criminal immunity and may not be arrested or detained.



Blue bordered cards are issued to diplomatic agents and their families. They are entitled to full criminal immunity and may not be arrested or detained.

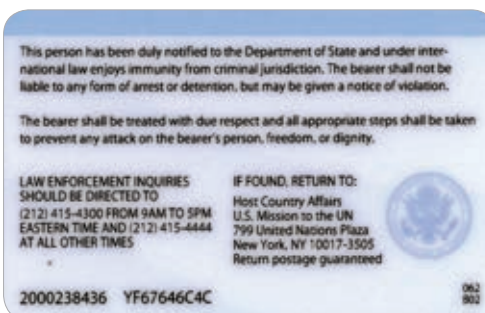


Green bordered cards are issued to embassy administrative and technical staff employees and their families. This card signifies that the bearer is entitled to full criminal immunity and may not be arrested or detained.

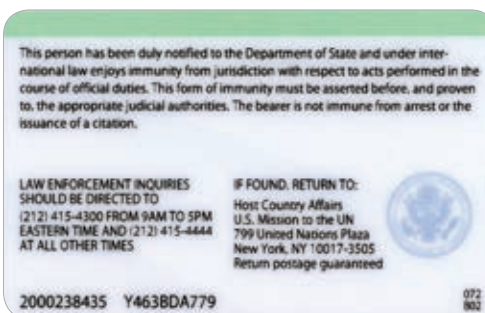


Green bordered cards are issued to embassy service staff employees. This card signifies that the bearer is entitled to immunity for official acts only.

United Nations Identification Cards



Blue bordered cards are issued to UN diplomatic officers and their eligible family members. They are entitled to full criminal immunity and may not be arrested or detained.



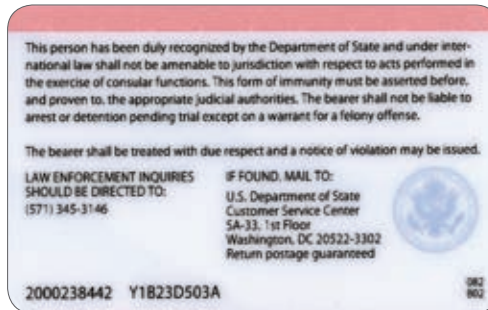
Green bordered cards are issued to support staff at UN permanent missions. They are entitled to immunity for official acts only and are not immune from arrest or the issuance of a citation.

APPENDIX A

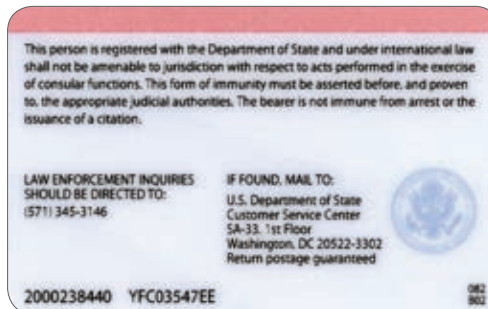
EXAMPLES: IDENTIFYING DOCUMENTS (CONTINUED)

Consular Identification Cards

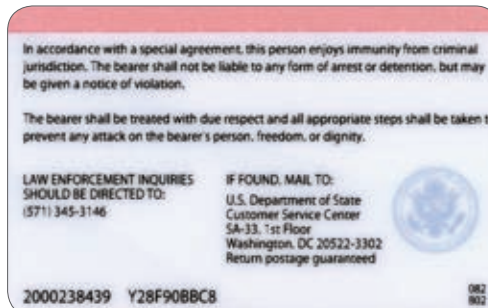
32



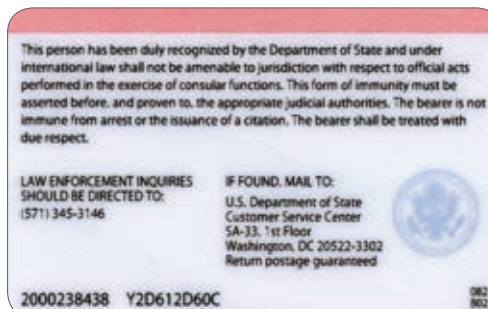
Red bordered cards are issued to career consular officers. This card signifies that the bearer is entitled to immunity for official acts only.



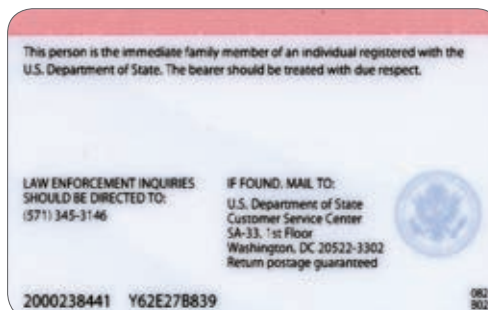
Red bordered cards are issued to career consular employees. This card signifies that the bearer is entitled to immunity for official acts only.



Red bordered cards are issued to consular officers/employees and their families from countries with which the U.S. has special agreements. They are entitled to full criminal immunity and may not be arrested or detained.

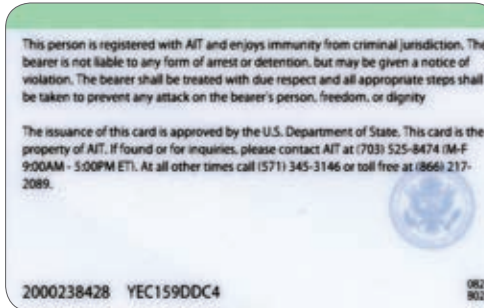


Red bordered cards are issued to honorary consular officers. This card signifies that the bearer is entitled to limited immunity for official acts only.

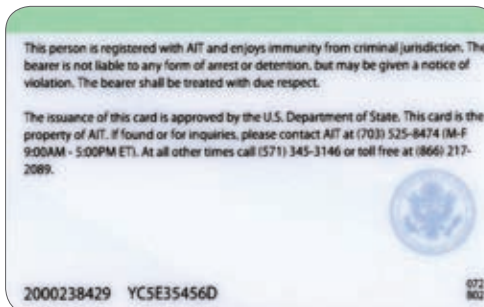


Red bordered cards are issued to family members of consular officers at Consulates. The bearer is not entitled to immunity but should be treated with due respect.

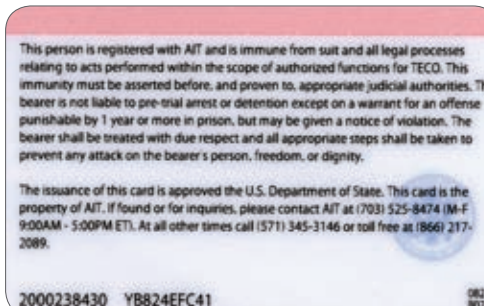
American Institute in Taiwan Identification Cards



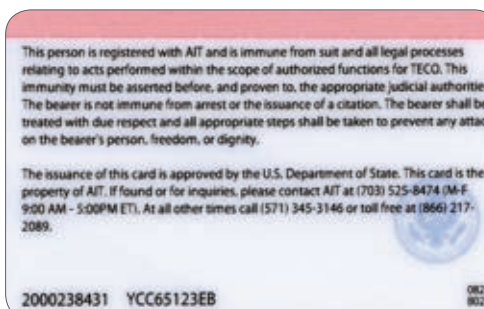
Green bordered cards are issued to employees at the Taipei Economic and Cultural Representative Office (TECRO). The bearer is entitled to full criminal immunity and may not be arrested or detained.



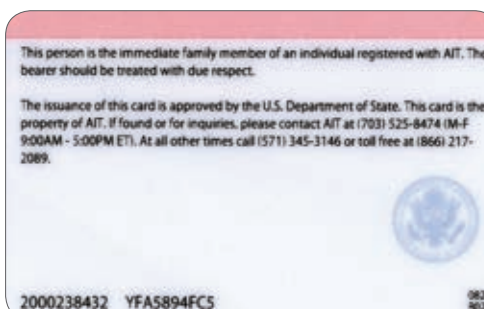
Green bordered cards are issued to the family members of TECRO - designated employees. The bearer is entitled to full criminal immunity and may not be arrested or detained.



Red bordered cards are issued to the head and deputy head of the Taipei Economic and Cultural Offices (TECO). The bearer is entitled to immunity for official acts only but may not be arrested or detained pending trial except on a warrant for a felony offense punishable by at least one year in jail.



Red bordered cards are issued to the employees other than the head or deputy head of a TECO office. The bearer is entitled to immunity for official acts only.



Red bordered cards are issued to the family members of TECO - designated employees. The bearer is not entitled to immunity but should be treated with due respect.

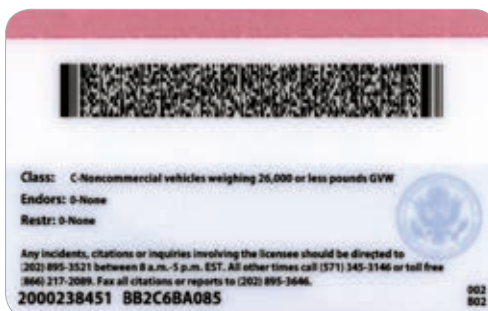
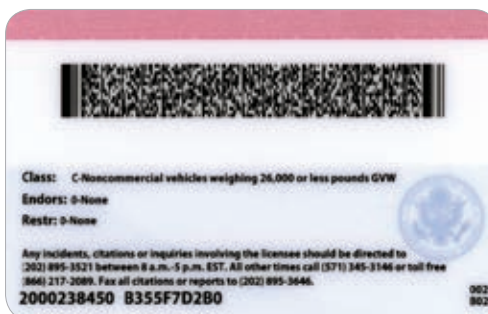
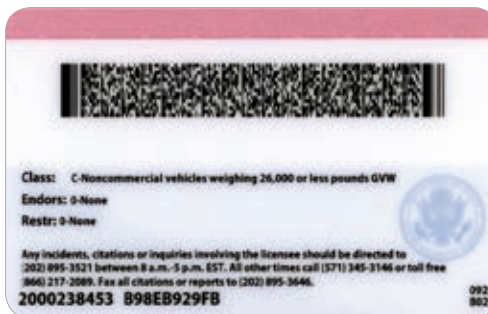
APPENDIX A

EXAMPLES: IDENTIFYING DOCUMENTS (CONTINUED)

U.S. DEPARTMENT OF STATE DRIVER'S LICENSE AND NON-DRIVER'S ID

Description: Background colors on the front are powder blue fading to a pink image of Lincoln Memorial interior; lettering is black, with gold OFM logo in bottom right corner. U.S. Department of State driver's licenses are designed with state-of-the-art security features that are intended to defeat any attempts to manufacture counterfeit versions of these cards. These features include, but are not limited to, the use of laser-engraved personalization of data, the inclusion of an optically variable device or Kinegram, and tactile micro-text (small raised text).

34



★ UNITED STATES DEPARTMENT OF STATE ★

 **NON-DRIVER
IDENTIFICATION CARD**

 PID# 4009-1702-02 issued: 05/12/2017
DOB: 05/12/1996 Expires: 05/11/2022
Sex: F Hgt: 5'-07"
DIPLOMAT,
AMANDA
3507 INTERNATIONAL PL NW
WASHINGTON, DC 20008
 



Questions may be directed to
(202) 895-3521 between the
hours of 0800 and 1700 EST.
At all other times please call
(571) 345-3146 or our toll free
number (866) 217-2089.



2000238454 B6303F361B 092
802

★ UNITED STATES DEPARTMENT OF STATE ★

 **NON-DRIVER
IDENTIFICATION CARD
Under 21**

 PID# 4009-1702-02 issued: 05/12/2017
DOB: 05/12/2001 Expires: 05/11/2022
Sex: F Hgt: 5'-07"
DIPLOMAT,
AMANDA
3507 INTERNATIONAL PL NW
WASHINGTON, DC 20008
 



Questions may be directed to
(202) 895-3521 between the
hours of 0800 and 1700 EST.
At all other times please call
(571) 345-3146 or our toll free
number (866) 217-2089.



2000238452 B89A5BCB1D 002
802

APPENDIX A

EXAMPLES: IDENTIFYING DOCUMENTS (CONTINUED)

U.S. DEPARTMENT OF STATE TAX EXEMPTION CARD

Diplomatic Tax Exemption Cards are designed with state-of-the-art security features that are intended to defeat any attempts to manufacture counterfeit versions of these cards. These features include, but are not limited to, the use of laser-engraved personalization of data, the inclusion of an optically variable device or Kinegram, and tactile micro-text (small raised text).

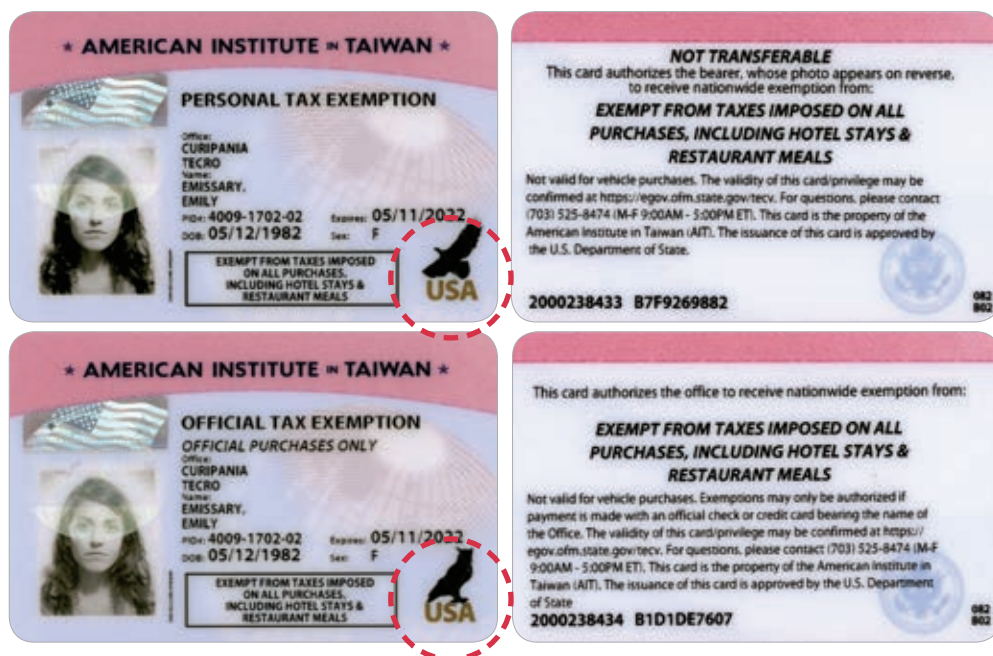
36



AMERICAN INSTITUTE IN TAIWAN TAX EXEMPTION CARD

American Institute in Taiwan Tax Exemption Cards are designed with the same state-of-the-art security features as the Diplomatic Tax Exemption Cards, with gold USA logo in the bottom right corner.

37

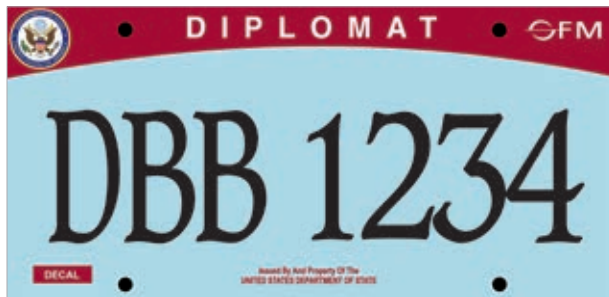


APPENDIX B

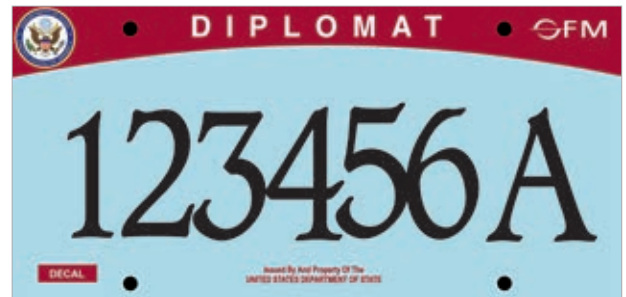
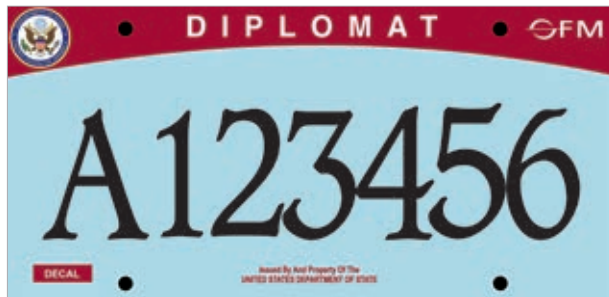
SAMPLES OF U.S. DEPARTMENT OF STATE-ISSUED DIPLOMATIC AND UNITED NATIONS MISSIONS LICENSE PLATES

CATEGORIES OF OFM LICENSE PLATES

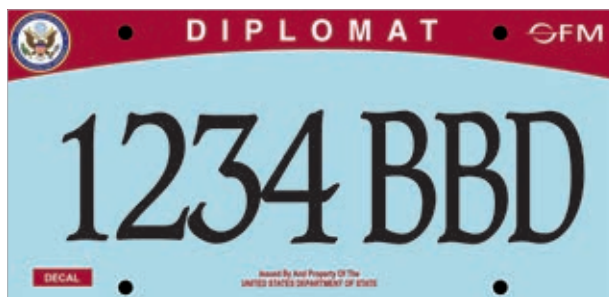
Diplomatic and Consular Missions



Secretariats to International Organizations



United Nations



Other Foreign Missions



39

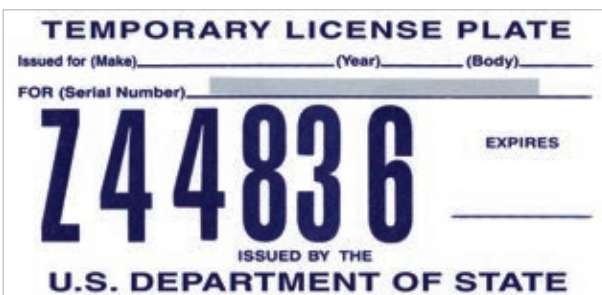
Handicapped



Trailer



Temporary



APPENDIX C



DIPLOMATIC AND CONSULAR PRIVILEGES AND IMMUNITIES FROM CRIMINAL JURISDICTION

LAW ENFORCEMENT ASPECTS SUMMARY

	Category	Arrested or Detained?	Enter Residence Subject to Ordinary Procedures?
International Organizations	International Organization Staff ³	Yes	Yes
	Diplomatic-Level Staff of Missions to International Organizations	No ¹	No
	Support Staff of Missions to International Organizations	Yes	Yes
Diplomatic	Diplomatic Agent	No ¹	No
	Member of Administrative and Technical Staff	No ¹	No
	Service Staff ²	Yes	Yes
Consular	Career Consular Officers ²	No, except in the case of a felony and pursuant to a warrant.	Yes ⁴
	Honorary Consular Officers	Yes	Yes
	Consular Employees ²	Yes	Yes
TECRO/TECO	TECRO Designated Employee	No	No
	TECO Head/Deputy Head	No, except in the case of a felony and pursuant to a warrant.	Yes
	TECO Designated Employee	Yes	Yes

¹ Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.

² This table presents general rules. The employees of certain foreign countries may enjoy **higher** levels of privileges and immunities on the basis of special bilateral agreements.

³ A small number of senior officers are entitled to be treated identically to “diplomatic agents.”

⁴ Note that consular residences are sometimes located within the official consular premises. In such cases, **only** the official office space is protected from police entry.

Issued Traffic Citation?	Subpoenaed as Witness?	Prosecuted?	Recognized Family Member?
Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
Yes	No	No	Same as sponsor (full immunity and inviolability).
Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
Yes	No	No	Same as sponsor (full immunity and inviolability).
Yes	No	No	Same as sponsor (full immunity and inviolability).
Yes	Yes	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
Yes	No—for official acts. Testimony may not be compelled in any case.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult Dept. of State.	No immunity or inviolability.
Yes	No	No	Immunity from criminal jurisdiction, arrest, and detention.
Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult AIT.	No immunity or inviolability.
Yes	No—for official acts. Yes, in all other cases.	Official acts immunity. Consult AIT.	No immunity or inviolability.

Diplomatic Security Command Center

Direct questions or inquiries to the Diplomatic Security Command Center.

Call: 571-345-3146

Toll free: 1-866-217-2089

Available 24 hours daily

Consular Notification

Assistance with consular notification procedures following the arrest or detention of a foreign national.

Business hours: 202-485-7703

After-hours: 202-647-1512

Email: consnot@state.gov

Immunity Issues

Contact the Office of Foreign Missions:

Business hours: 202-895-3521

After-hours: 571-345-3146

Toll-free: 1-866-217-2089

Send all citations/reports to
OFMDMVEenforcement@state.gov or
via fax to 202-895-3646.

APPENDIX D

USEFUL TELEPHONE NUMBERS

42

ALL FOREIGN MISSIONS AND THEIR PERSONNEL (Other than United Nations or TECRO/TECO)	
During Business Hours (Monday-Friday, 8am-5pm EST)	
To verify immunity, call the Office of Foreign Missions (OFM):	202-895-3521
Send Reports/Citations to OFM:	OFMDMVENforcement@state.gov 202-895-3646 (Fax)
For 24/7 Hour Response, Call Diplomatic Security Command Center	(571)-345-3146 (866)-217-2089

MISSIONS AND SECRETARIAT TO THE UNITED NATIONS AND THEIR PERSONNEL	
During Business Hours (Monday-Friday, 9am-5pm EST)	
To verify immunity and for law enforcement inquiries:	212-415-4168 212-415-4407 212-415-4300
Diplomatic motor vehicle registration and driver's licensing inquiries:	202-895-3521 OFMDMVInfo@State.gov
After Hours	
USUN-Communications Section	212-415-4444

TECRO/TECO AND THEIR PERSONNEL	
During Business Hours (Monday-Friday, 9am-5pm EST)	
To verify immunity and for law enforcement inquiries:	703-525-8474
Diplomatic motor vehicle registration and driver's licensing inquiries:	202-895-3521 OFMDMVInfo@state.gov

For information on the obligation to notify consular officers of the arrest and detention of a foreign national in the United States, please refer to the following:

Office of Policy Coordination and Public Affairs
Bureau of Consular Affairs
U.S. Department of State
2100 C St. NW, Room 4800
Washington, DC 20520
Telephone: (202) 485-7703
Email: consnot@state.gov
Website: <https://travel.state.gov/CNA>



United States Department of State
Office of Foreign Missions
Washington, D.C. 20522-2008



Revised August 2018
www.state.gov/ofm

**Washington State Law Enforcement
Records Retention Schedule.pdf**

This schedule applies to: Law Enforcement Agencies

Scope of records retention schedule

This records retention schedule covers the public records of local law enforcement agencies relating to the functions of law enforcement, criminal case investigation, and the management of the agency's assets and human resources. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)* and other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention), Permanent, or Non-Archival with a retention period of "Life of the Agency" must not be destroyed. Records designated as Archival (Appraisal Required) or Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter [42.56 RCW](#). Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with [RCW 40.14.070](#) on January 26, 2017.

Signature on File

For the State Auditor: Cindy Evans

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

The State Archivist: Steve Excell

OIS Patrol Supervisor Checklist WPD .pdf

WPD Patrol Supervisor Checklist
Police Employee-Involved Shooting/Death
Case: _____

(NOTE: Not all steps may be required, and steps are not listed in order of priority)

1. _____ Ensure any tactical or threatening situation is resolved or stabilized. Summon SWAT if necessary.
2. _____ Ensure life-saving efforts are underway and summons EMS if not already done.
3. _____ Request adequate personnel to contain and investigate the incident.
4. _____ Request Regional Major Crimes Team (RMCT) supervisor to contact you.
5. _____ Attempt to obtain a brief overview of the situation from any uninvolved officers.
6. _____ Assign an officer to ride in the ambulance with any injured employees or civilians.
 - ☐ If an employee is injured, a Department member familiar with the family, or designated by the supervisor, should pick them up and drive them to the hospital.
 - ☐ Seize as evidence the officer's weapon(s), duty belt, and any clothing removed by EMS prior to transport.
7. _____ Conduct an initial field interview with the involved employee(s) utilizing WPD Public Safety Statement form.
 - ☐ The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
 - ☐ Allow the involved officers to view the scene before they leave.
8. _____ Identify suspect(s).
9. _____ Facilitate custody of suspect(s) while taking steps to protect the hands of the suspect(s) involved in the shooting for gunshot residue (GSR) evidence preservation.
10. _____ Ensure fire personnel, paramedics, and emergency room staff are identified for future interviews.
11. _____ Maintain integrity of the scene(s) and evidence. Establish a comprehensive inner perimeter and outer perimeter, when possible. Consider the following:
 - ☐ Original Incident Scene
 - ☐ Suspect Vehicle
 - ☐ Hospital
 - ☐ Escape Routes
 - ☐ Officer's Vehicle

12. _____ Ensure notifications are made to the following:
- ☐ Detectives
 - ☐ Commander
 - ☐ Peer Support Team Member(s)
 - ☐ Guild Representative
13. _____ Assign an officer to create and keep a crime scene log.
14. _____ Preserve and protect any fragile evidence that may be in imminent jeopardy.
15. _____ Photograph and document any items that must be seized immediately.
16. _____ Limit entry into the crime scene to investigators and personnel assigned to process the scene(s).
17. _____ Locate, identify, and separate cooperative civilian witnesses. An attempt should be made to identify uncooperative civilian witnesses. Depending on availability of investigators, a reasonable effort should be made to obtain a recorded statement without taking them into custody.
18. _____ Assign an officer to accompany each involved officer until relieved by a Peer Support Team member, guild representative, or attorney.
19. _____ If the involved officer is not injured, ensure all equipment and clothing used during the incident remains with the involved officer until processed by investigators.
20. _____ Ensure that involved officers are transported (separately, if possible) to a suitable location for further direction.
- ☐ Each officer should be given an administrative order not to discuss the incident with other involved officers or employees pending further direction from a supervisor.
 - ☐ Refrain from communicating with the involved officer(s) about the incident after the Public Safety Statement has been obtained.
21. _____ Brief arriving investigators and first arriving command member regarding information obtained from the involved or witness officers.

Taser Release Agreement Aug 2018.pdf



Instructor and User: Warnings, Risks & Release Agreement (For Use Only When Taking a TASER CEW Exposure)



Axon Enterprise, Inc. (Axon) TASER conducted electrical weapon (CEW) training courses are physically strenuous and there is a risk of personal injury. **BEFORE any TASER CEW exposure, each volunteer MUST read the most current TASER CEW warnings and read and sign this form.** This document incorporates all current TASER CEW warnings by reference. This document is effective **May 18, 2017**, and supersedes all prior revisions.

IMPORTANT SAFETY AND HEALTH INFORMATION

Read, understand, and follow all current instructions, warnings, and relevant TASER training materials before experiencing a CEW exposure or before participating in TASER CEW training. Failure to do so could increase the risk of death or serious injury to the trainee, user, force recipient, or others. Always follow all current instructions, warnings, and TASER training materials to minimize CEW risks.

TRAINING CEW EXPOSURES

Voluntary. Axon does not require a CEW exposure as a condition for Instructor or User Certification. It is up to each agency to determine whether its instructors and users experience a CEW exposure as part of training. If CEW exposures are performed, they must be limited to a single exposure not exceeding 5 seconds and performed in accordance with Axon's guidelines and by a Certified TASER Instructor.¹
Probe Deployments to Back Only. Cartridge deployed probes must be to the back of the torso or back of the legs only.

Spotters. All persons taking a CEW exposure must be properly supported by spotters to prevent falls unless lying down on a mat. Each spotter must hold the person and support the arm under the armpit to prevent arm or shoulder injuries.

Eye Protection. Eye protection is required for the CEW operator, observers, spotters and the person being exposed to any probe deployment.

SAFETY INFORMATION: CEW RISKS AND RISK AVOIDANCE

WARNING: Muscle Contraction or Strain-Related Injury. CEWs in probe-deployment mode can cause muscle contractions that may result in injury, including bone fractures. CEWs in probe-deployment mode can cause muscle contractions resulting in injuries similar to those from physical exertion, athletics, or sports, including hernia rupture, dislocation, tear, or other injury to soft tissue, organ, muscle, tendon, ligament, cartilage, disc, nerve, bone, or joint; or injury or damage associated with or to orthopedic or other hardware. Fractures to bone, including compression fracture to vertebrae, may occur. These injuries may be more serious and more likely to occur in people with pre-existing injuries, orthopedic hardware, conditions or special susceptibilities, including pregnancy; low bone density; spinal injury; or previous muscle, disc, ligament, joint, bone, or tendon damage or surgery. Such injuries may also occur in drive-stun applications or when a person reacts to the CEW deployment by making a rapid or unexpected movement.

WARNING: Secondary Injury. The loss of control resulting from a CEW exposure may result in injuries due to a fall or other uncontrolled movement. When possible, avoid using a CEW when secondary injuries are likely.

Seizure. Repetitive stimuli (e.g., flashing light or electrical stimuli) can induce seizure in some people, which may result in death or serious injury. This risk may be increased in a person with epilepsy, a seizure history, or if electrical stimuli pass through the head. Emotional stress and physical exertion, both likely in incidents involving CEW and other uses of force, are reported as seizure-precipitating factors.

Fainting. A person may experience an exaggerated response to a CEW exposure, or threatened exposure, which may result in fainting or falling.

Muscle contraction, incapacitation, or startle response. CEW use may cause loss of control from muscle contraction, incapacitation, or startle response.

WARNING: Cumulative Effects. CEW exposure causes certain effects, including physiologic and metabolic changes, stress, and pain. In some individuals, the risk of death or serious injury may increase with cumulative CEW exposure. Repeated, prolonged, or continuous CEW applications may contribute to cumulative exhaustion, stress, cardiac, physiologic, metabolic, respiratory, and associated medical risks which could increase the risk of death or serious injury. Minimize repeated, continuous, or simultaneous exposures.

Physiologic and Metabolic Effects. CEW use causes physiologic and/or metabolic

effects that may increase the risk of death or serious injury. These effects include changes in blood chemistry, blood pressure, respiration, heart rate and rhythm, and adrenaline and stress hormones, among others. In human studies of electrical discharge from a single CEW of up to 15 seconds, the effects on acid/base balance, creatine kinase, electrolytes, stress hormones, and vital signs were comparable to or less than changes expected from physical exertion similar to struggling, resistance, fighting, fleeing, or from the application of some other force tools or techniques. Some individuals may be particularly susceptible to the effects of CEW use. These susceptible individuals include the elderly, those with heart conditions, asthma or other pulmonary conditions, and people suffering from excited delirium, profound agitation, severe exhaustion, drug intoxication or chronic drug abuse, and/or over-exertion from physical struggle. In a physiologically or metabolically compromised person, any physiologic or metabolic change may cause or contribute to sudden death.

Stress and Pain. CEW use, anticipation of use, or response to use can cause startle, panic, fear, anger, rage, temporary discomfort, pain, or stress which may be injurious or fatal to some people.

Minimize the number and duration of CEW exposures. Most human CEW lab testing has not exceeded 15 seconds of CEW application, and none has exceeded 45 seconds. Use the shortest duration of CEW exposure objectively reasonable to accomplish lawful objectives, and reassess the subject's behavior, reaction, and resistance before initiating or continuing the exposure. If a CEW deployment is ineffective in incapacitating a subject or achieving compliance, consider alternative control measures in conjunction with or separate from the CEW.

Avoid simultaneous CEW exposures. Do not use multiple CEWs or multiple completed circuits at the same time without justification. Multiple CEWs or multiple completed circuits at the same time could have cumulative effects and result in increased risks.

Control and restrain immediately. Begin control and restraint procedures, including during CEW exposure (cuffing under power), as soon as reasonably safe and practical to minimize CEW cumulative effects and the total duration of exertion and stress experienced by the subject.

Avoid touching probes/wires during CEW discharge. Controlling and restraining a subject during CEW exposure may put the CEW user and those assisting at risk of accidental or unintended shock. Avoid touching the probes and wires and the areas between the probes during the electrical discharge.

WARNING: Cardiac Capture. CEW exposure in the chest area near the heart has a low probability of inducing extra heart beats (cardiac capture). In rare circumstances, cardiac capture could lead to cardiac arrest. When possible, avoid targeting the frontal chest area near the heart to reduce the risk of potential serious injury or death.

Cardiac capture may be more likely in children and thin adults because the heart is usually closer to the CEW-delivered discharge (the dart-to-heart distance). Serious complications could also arise in those with impaired heart function or in those with an implanted cardiac pacemaker or defibrillator.

Use preferred target areas. The preferred target areas are below the neck area for back shots and the lower center mass (below chest) for front shots. The preferred target areas increase dart-to-heart distance and reduce cardiac risks. Back shots are preferable to front shots when practicable.

Avoid sensitive areas. When practicable, avoid intentionally targeting the CEW on sensitive areas of the body such as the face, eyes, head, throat, chest area (area of the heart), breast, groin, genitals, or known pre-existing injury areas.

SAFETY INFORMATION: INJURY OR INFECTION

WARNING: Eye Injury Hazard. A TASER probe, electrode, or electrical discharge that contacts or comes close to an eye can result in serious injury, including permanent vision loss. DO NOT intentionally aim a CEW, including the LASER, at the eye of a person or animal without justification.

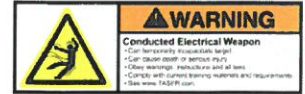
WARNING: Probe or Electrode Injury, Puncture, Scarring, or Infection Hazard. CEW use may cause a permanent mark, burn, scar, puncture, or other skin or tissue damage. Infection could result in death or serious injury. Scarring risk may be increased when using a CEW in drive-stun mode. Increased skin irritation, abrasion,

¹ A Certified TASER Instructor is not an Axon agent, but maintains a current TASER instructor certification and

complies with Axon's most current training requirements, materials and license agreement. Representations inconsistent with this document made by any Certified TASER Instructor are expressly disclaimed.



Instructor and User: Warnings, Risks & Release Agreement (For Use Only When Taking a TASER CEW Exposure)



mark, burning, or scarring may occur with a CEW with multiple cartridge bays when used in drive-stun or three-point deployment modes.

WARNING Penetration Injury. The TASER probe has a small dart point which may cause a penetration injury to a blood vessel or internal organ, including lung, bone, or nerve. The probe or dart point (which may detach or break) can puncture or become embedded into a bone, organ, or tissue, which may require immediate medical care, surgical removal, or may result in scarring, infection, or other serious injury.

SAFETY INFORMATION: CEW DEPLOYMENT AND USE

WARNING CEWs and cartridges are weapons, and as with any weapon follow safe weapon-handling practices and store your CEW securely. Significant differences exist between different TASER CEW models. Before using any CEW, including a multi-shot CEW, ensure you understand the functioning and effects of that model. Follow practices in Axon's TASER warnings and training materials and any additional requirements in your agency's Guidance. Failure to follow the warnings may result in death or serious injury to the user or others.

WARNING Confusing Handgun with CEW. Confusing a handgun with a CEW could result in death or serious injury. Learn the differences in the physical feel and holstering characteristics between your CEW and your handgun to help avoid confusion. Always follow your agency's Guidance and training.

WARNING Trigger Hold-Back Model Differences. If the trigger is held back, most CEWs will continue to discharge until the trigger is released or the power source is expended. With an APPM installed, the X2 and X26P can be programmed to stop a CEW discharge at 5 seconds even if the user continues to hold back the trigger, requiring a deliberate action to re-energize the deployed cartridge. Know your model and how it works. Avoid repeated, prolonged, or continuous CEW applications when practicable.

SAFETY INFORMATION: CEW EFFECTIVENESS

WARNING Subject Not Incapacitated. An ineffective CEW application could increase the risk of death or serious injury to the user, the subject, or others. If a CEW does not operate as intended or if subject is not incapacitated, disengage, redeploy the CEW, or use other force options in accordance with agency Guidance. A CEW's effects may be limited by many factors, including absence of delivered electrical charge due to misses, clothing disconnect, intermittent connection, or wire breakage; probe locations or spread; subject's muscle mass; or movement. Some of the factors that may influence the effectiveness of CEW use in effecting or achieving control of a subject include:

Subject may not be fully incapacitated. Even though a subject may be affected by a CEW in one part of his body, the subject may maintain full muscle control of other portions of his body. Control and restrain a subject as soon as possible, and be prepared in case the subject is not fully incapacitated.

Subject may recover immediately. A subject receiving a CEW discharge may immediately regain physical or cognitive abilities upon cessation of the delivered CEW discharge. Control and restrain a subject as soon as possible, and be prepared in case the subject immediately recovers.

Drive-stun mode is for pain compliance only. The use of a handheld CEW in drive-stun mode is painful, but generally does not cause incapacitation. Drive-stun use may not be effective on emotionally disturbed persons or others who may not respond to pain due to a mind-body disconnect. Avoid using repeated drive-stuns on such individuals if compliance is not achieved.

SAFETY INFORMATION: GENERAL PRECAUTIONS

WARNING Unintentional CEW Deployment or Discharge Hazard. Unintentional CEW activation or unexpected cartridge discharge could result in death or serious injury to the user, subject, or others.

Avoid static electricity. Keep cartridge away from sources of static electricity. Static electricity can cause a CEW or X26, X26P, or M26 cartridge to discharge unexpectedly, possibly resulting in serious injury.

Keep body parts away from front of CEW or cartridge. Always keep your hands and body parts away from the front of the CEW and cartridge. If the CEW discharges unexpectedly you could be injured.

IF YOU HAVE A CONDITION OR PRE-EXISTING INJURY THAT COULD BE AGGRAVATED BY A TASER CEW EXPOSURE, NOTIFY YOUR INSTRUCTOR AND DO NOT PARTICIPATE.

Please check the appropriate box:

- ☐ I do not have injuries, physical or mental conditions that could be aggravated by TASER CEW exposure.
- ☐ I have pre-existing injuries or conditions that could be aggravated by TASER CEW exposure.

LIABILITY RELEASE AGREEMENT

I acknowledge and agree as follows:

I have read, fully understand and accept the risks. I have read, fully understand, and accept the risks as stated in this document and Axon's current warnings ("Risks") and that these Risks exist whether or not I have pre-existing injuries. With full knowledge of the Risks, I voluntarily agree to receive a TASER CEW exposure.

Axon does not require a CEW Exposure. I understand that Axon does not require a CEW exposure as part of Instructor or User training. It is up to each agency to determine whether its instructors and users experience a CEW exposure as part of training and it is exclusively my decision to voluntarily experience a CEW exposure.

I accept the Risks. Understanding the Risks, I assume all Risks inherent in the CEW exposure, whether known or unknown, foreseen or unforeseen.

Release and hold harmless. I release and hold harmless Axon, its agents, officers, directors, employees, and distributors, my instructor, my law enforcement agency, and the host agency (collectively "Released Parties"), from any and all claims, including but not limited to, claims for strict liability, breach of warranty, failure to warn, or any other theory of liability whatsoever even if due to the NEGLIGENCE or GROSS NEGLIGENCE of the Released Parties. I specifically waive any statutory rights I may have regarding the release of unknown claims.

I agree no one will sue Released Parties. I promise that neither I nor anyone on my behalf will ever sue or bring any other legal action or claim against the Released Parties for anything related to my TASER CEW exposure.

Workers' Compensation Rights. This release does not waive any rights I may have under Workers' Compensation Laws. I agree that any recovery under Workers' Compensation Laws does not change, extend or enlarge the waivers and protections inherent in this agreement.

This agreement supersedes any other representation. This release supersedes any other statement, agreement or representation, written or oral, concerning my TASER CEW exposure. I affirm that this is my entire agreement with Axon and I am not relying on any representation by my instructor or agency inconsistent with Axon's TASER warnings and the Risks set forth in this document or in Axon's TASER training materials.

This agreement is a binding contract. I intend this form be legally binding upon me, my heirs, executors, administrators, attorneys and assigns. This agreement is contractual and not a mere recital. If any part of this agreement is held vague, invalid, or otherwise unenforceable, the rest of the agreement will continue in full force and effect.

I am competent to be bound by this agreement. I affirm that I am competent to enter into and be bound by this agreement; that I have read and understand this Liability Release Agreement in its entirety; that I have not been induced to sign this agreement by any promise or representation; and that I sign it voluntarily and of my own free will. By signing below I understand that I am giving up certain legal rights, including the right to recover damages in case of injury.

Date _____ Signed _____

Printed Name _____

Agency _____

This signed, completed form shall be retained by the agency or employer for the duration of the student's employment with the organization.

Agencies or employers may opt to retain the form longer than this time frame as deemed necessary. Questions should be directed to legal@axon.com

RMCT OIS Command Checklist 2014.pdf

Police Employee – Involved Fatal or Serious Injury Incidents

Command Guidelines

(NOTE: Not all steps will be required, depending on circumstances, and steps are not necessarily listed in order of priority)

1. ____ Ensure scene security immediately, with a perimeter established for each scene a sufficient distance to safeguard evidence. In most circumstances an inner (evidence) perimeter and an outer (control) perimeter are preferable.
 - a. Access to scene(s) shall be limited to only those officials who must enter for an investigative purpose. Written reports are expected from those who enter.
 - b. Establish a written log as quickly as possible to identify all persons entering the scene(s), the time of their entry and exit, and the reason for entry.
2. ____ Provide general support to the RMCT
3. ____ Allow use of space and equipment as needed.
4. ____ Evaluate the situation, considering the need for and availability of tactical, forensic and support service.
5. ____ Designate a lead supervisor per RMCT protocol-agreement.
6. ____ Coordinate venue agency and control of RMCT activities.
7. ____ Ensure that RMCT Supervisor provides briefing for all RMCT personnel. RMCT supervisor convenes all RMCT personnel at the incident command post, or other private setting away from involved parties, for a briefing with the on-scene supervisor for designation of assignments.
8. ____ Ensure RMCT supervisor assigns Team investigators with other participating agencies when coordinating the deployment of investigative resources.
9. ____ Ensure a media contact person has been appointed. The media contact person's duties shall be coordinated with the Chief of Police or sheriff of the venue agency, the incident Commander, the RMCT supervisor, any investigator/s involved in the internal/administrative investigation, and the Prosecuting Attorney of venue.
 - a. The public's right to know what occurred must be balanced with the investigative process and the rights of involved individuals.
 - b. If possible, the identity of any involved employee should be withheld from the media for approximately 48 hours following the incident.
 - c. Prior to the identity being released, the involved employee should be notified.
10. ____ Dispute resolution: Any disputes that arise from the engagement of the major crimes team that cannot be resolved through the incident command, chain of command, shall be forwarded through to the chief law enforcement officer for the agency of jurisdiction and the chief law enforcement officer for the major crimes team.
11. ____ Arrange incident debrief. Brief the involved agency's Chief or Sheriff as soon as practical after their initial investigation has begun. Ensure the involved agency's Chief or Sheriff is kept informed of the progress of the investigation.

12. ____ If requested by the involved agency's Chief or Sheriff, arrange for a walk-thru of the scene. This will only take place upon completion of the crime scene processing and evidence collection, just prior to the scene being turned back over to a responsible party or released. Involved officers and witnesses will not participate in this administrative walk-through. The lead detective and lead supervisor will participate in this walk-thru.
13. ____ Case review. Either the incident commander and/or the RMCT supervisor are responsible for reviewing all cases investigated by the RMCT and shall review all submittals to prosecuting authorities requesting charges.
14. ____ Case overview meeting for the involved agency. Intended to brief the involved agency's command staff and legal department on what occurred during the incident, what investigative steps were undertaken. The lead investigator and supervisor will be responsible for presenting to the involved agency's command staff.
15. ____ No evidence shall be released or destroyed without consent or agreement of all agencies involved, including venue agency prosecutorial authority and the venue and/or employer agency's civil attorneys.

**Washougal Police Department
Public Safety Statement.pdf**

Washougal Police Department Public Safety Statement

Instructions for on-scene supervisor or first responding officer:

Officer _____, as you know, according to Policy 305 Officer-Involved Shootings and Deaths, you are now to give a public safety statement. Due to the immediate need to act, the Chief has ordered you to answer the following questions. This statement will be entered into the evidence system in a sealed envelope by me and not shared with any Independent Investigation Team (IIT). If you refuse to answer these questions relating to the performance of your official duties, the Chief may subject you to department charges, which could result in your dismissal from the department.

Date: _____ Time: _____

At this time and to the best of your knowledge, please answer the following:

1. From where and in what direction did you fire rounds? _____

2. In what direction did the suspect(s) fire rounds? _____

3. If you know of anyone injured, what is her/his location? _____

4. If any suspects are outstanding, what are their descriptions? _____

If there are NO outstanding suspects, proceed to question #5, otherwise ask questions #4(a-d)

- a. What was their direction of travel? _____
- b. How long have they been gone? _____
- c. With what weapons were they armed? _____
- d. Are there any other safety risks known about the outstanding suspect(s)? _____

5. Does any evidence need protection? _____

6. Any known witnesses? _____
7. Where are they located? _____

Officer _____, in order to prevent the contamination of your statement, I order you not to discuss this incident with anyone, including your supervisors or staff officers, prior to the arrival of the assigned investigators, with the exception of your legal representation.

Washougal PD Policy Manual

Washougal PD Policy Manual

INDEX / TOPICS

A

ACCIDENT, ILLNESS AND INJURY PREVENTION.	624
ADMINISTRATIVE INVESTIGATIONS	
OIS.	80
ADMINISTRATIVE LEAVE.	565
ADULT ABUS.	140
ADULT ABUSE	
Investigations.	389
AIRCRAFT	
Accidents.	306
Flying while armed.	91
Temporary flight restrictions.	190
ALCOHOL	
Intoxicants.	181
Vehicle use.	438
ANIMALS	
Dangerous.	90
Euthanize.	90
Injured.	90
Line-of-duty deaths.	643
ANTI-RETALIATION.	542
APPOINTMENTS	
Canine Coordinator.	110
Operations director.	412
Petty cash fund manager.	442
Portable audio/video recorder coordinator.	321
Press information officer (PIO).	190
ARRESTS	
Child and dependent adult safety.	226
Citations.	290
First amendment assemblies.	348
AUDIO/VIDEO RECORDING	
Body cameras.	321
Holding cells.	509
AUDITS	
Informant files.	395
Informant funds.	397
Petty cash.	442
AUTHORITY	
Canine handler.	110
Ethics.	177
Law enforcement.	10
AUTOMATED EXTERNAL DEFIBRILLATORS (AED).	361

B

BADGE	
Mourning Badge.	603
BARRICADED SUSPECTS.	276
BIOLOGICAL SAMPLES	
Hazards.	307, 631
BODY ARMOR.	572
BODY ARMOR	
Suspects.	84
BODY-WORN CAMERA.	321
BOMBS.	281
Aircraft accidents.	307
MDC/MDT.	317
MDT/MDC.	316
Portable audio/video recorders.	323

C

CANINES	
Pursuits.	337
CASH	
Audit.	397
Custody.	509
Informants.	396
CHILD ABUSE	
Definitions.	151
CHILD ABUSE.	151
CHILD AND DEPENDENT ADULT SAFETY	226
CHILDREN	
Child safety.	226
Safety.	507
CITATIONS.	290
CIVIL	
Liability response.	81
CIVIL DISPUTES.	350
CIVILIAN/NON-SWORN	
Crisis intervention incidents.	356
CIVILIAN/NON-SWORN	
Investigation and Prosecution.	385
CIVIL SUBPOENA.	193
COMMAND STAFF	
Work-related injuries.	595
COMMENDATIONS AND AWARDS.	578
COMMUNICABLE DISEASE	
Health orders.	264
COMMUNICABLE DISEASES	
Accident, Illness and Injury Prevention.	624
First responders.	358
COMMUNICATIONS CENTER	
OIS.	76
COMPUTERS	
Digital evidence.	389
CONCEALED PISTOL LICENSE.	28

Washougal Police Department

Washougal PD Policy Manual

Washougal PD Policy Manual

CONDUCT.	175
CONFIDENTIALITY	
Communicable disease information.	558
Communications center.	448
Custodial telephone calls.	507
Informants.	393
Radio broadcasts.	316
CONFIDENTIALITY	
Surreptitious recording.	324
CONTACTS AND TEMPORARY DETENTIONS	
Bias-based policing.	259
Warrant service.	414
CONTROL DEVICES.	60
CONTROL DEVICES.	60
CONTROL DEVICES	
Custody.	508
Decontamination.	555
CORRESPONDENCE.	26
COURT APPEARANCES.	192
COURT ORDERS	
Citation releases.	290
Civil disputes.	350
Juvenile informants.	393
Source testing.	557
Subpoenas.	192
Surreptitious recording.	324
CRIME AND DISASTER SCENE	
INTEGRITY.	263
CRISIS INTERVENTION INCIDENTS.	353
D	
DAMAGE BY CITY PERSONNEL.	187
DEADLY FORCE REVIEW.	52
DEATH	
Custody.	510
Native American Graves (NAGPRA).	242
DEBRIEFING	
Warrant service.	414
DECONFLICTION.	418
DEFINITIONS OF TERMS IN MANUAL.	14
DEPARTMENT OWNED PROPERTY.	427
DEPARTMENT PROPERTY	
Loss Or Damage.	428
DEPENDENT ADULTS	
Safety.	226, 507
DISABLED	
Motorist.	382
DISCIPLINE.	176
DISCLAIMER OF POLICIES.	14
DOMESTIC VIOLENCE.	118
DOMESTIC VIOLENCE BY LAW	
ENFORCEMENT EMPLOYEES.	608

DRIVING	
MDT/MDC.	316
Safety.	180

E

ELECTRICAL LINES.	302
ELECTRONIC CIGARETTES.	559
ELECTRONIC MAIL.	25
EMERGENCY UTILITY.	302
ETHICS.	177
EVALUATION.	537
EVIDENCE	
Digital.	389
NAGPRA.	243
Seizing recordings.	319
EXPLOSIONS.	286
EXPOSURE CONTROL	
Reporting HAZMAT exposure.	269
Reviews.	624
EXPUNGEMENT.	481
EYEWITNESS IDENTIFICATION.	398

F

FALSE REPORT.	186
FIELD TRAINING OFFICER.	303
FIREARMS	
Conduct.	180
Custody.	508
Destruction of animals.	490
Retiree carry.	35
Vehicle use.	438
FIRST AMENDMENT ASSEMBLIES.	344
FITNESS FOR DUTY.	582
FLYING WHILE ARMED.	91
FORCE.	52
FOREIGN COURT ORDERS.	121
FOREIGN DIPLOMATIC AND CONSULAR	
REPRESENTATIVES.	291
FORMS	
Eyewitness identification.	398

G

GANGS	
Employee affiliation.	177
GROOMING STANDARDS.	597

H

Washougal Police Department

Washougal PD Policy Manual

Washougal PD Policy Manual

HANDCUFFING AND RESTRAINTS	
Custody.	508
HAZARDOUS MATERIAL (HAZMAT)	
RESPONSE.	268
Aircraft accidents.	307
Precautions.	555
HAZARDS.	627
HELICOPTER ASSISTANCE.	310
HOSTAGE AND BARRICADE INCIDENTS	
Rapid response and deployment.	296
HOSTAGES.	276

I

IDENTITY THEFT.	210
IMMUNIZATIONS.	556
IMPAIRED DRIVING.	374
INFORMANTS.	393
INFORMATION TECHNOLOGY USE.	182
INSPECTIONS	
Accident, Illness and Injury Prevention.	624, 630, 631
Accident, Illness and Injury Prevention 630, 631	
Holding cells.	509
Personal protective equipment.	631
INTERNAL AFFAIRS	
Personnel records.	575
INVESTIGATION AND PROSECUTION.	385

J

JURISDICTION	
Aircraft accidents.	307

K

KEYS	
Vehicle.	437
KINETIC PROJECTILES.	63

L

LAW ENFORCEMENT AUTHORITY.	10
LIMITED ENGLISH PROFICIENCY.	211

M

MEAL PERIODS AND BREAKS.	586
MEDIA	
First amendment assemblies.	348
OIS.	82
Operations plans.	420
Warrant service.	415
MEDIA REQUEST.	190
MEDICAL	
Accident, Illness and Injury prevention.	624
Adult involuntary detention.	143
For canines.	115
Personnel records.	575
Releases.	360
Screening - custody adults.	507
Treatment for work-related injury and illness.	595
MEDICAL	
Aircraft accidents.	306
MINIMUM STAFFING.	27
MOURNING BADGE.	603
MUTUAL AID.	199
First amendment assemblies.	347

N

NATIVE AMERICAN GRAVES (NAGPRA)	242
NONSWORN	
Vehicles.	438
NOTIFICATIONS	
Aircraft accident.	307
Cash.	443
Custody suicide attempt, death or serious injury.	510
NAGPRA.	243
OIS.	77
Termination of reserve officer/deputy.	198

O

OATH OF OFFICE.	13
OC SPRAY.	62
OFFICER RESPONSE TO CALLS.	106
OFFICER SAFETY	
Crime and disaster scene integrity.	263
Firearm confiscation.	76
Foot pursuits.	337
Informants.	394
LEOSA.	35
Occupational hazards.	627
Seat belts.	570
Warrant service.	412

Washougal Police Department

Washougal PD Policy Manual

Washougal PD Policy Manual

OPERATIONS PLANNING AND DECONFLICTION.	416
OUTSIDE AGENCY ASSISTANCE.	199
OUTSIDE EMPLOYMENT.	591
Obtaining Approval.	591
Prohibited Outside Employment.	592
Security Employment.	592
OVERTIME	
Court.	194
OVERTIME PAYMENT.	590

P

PARKING.	438
PATROL FUNCTION.	255
PEPPER SPRAY.	62
PERSONAL APPEARANCE.	597
PERSONAL PROPERTY.	427
Loss Or Damage.	428
PERSONAL PROTECTIVE EQUIPMENT	
Hazardous material response.	270
PERSONNEL COMPLAINTS.	560
PERSONNEL RECORDS.	574
PHOTOGRAPHS	
Aircraft accidents.	308
First amendment assemblies.	345
PHYSICAL AND MENTAL EXAMINATIONS.	583
POLICY MANUAL.	14
PREGNANCY	
Custody.	509
PRESS INFORMATION OFFICER (PIO).	190
PRIVACY EXPECTATIONS	
MDT/MDC.	315
PRIVATE PERSONS ARRESTS.	386
PROBATIONARY EMPLOYEES	
Personnel complaints.	568
PROPERTY AND EVIDENCE.	450
PROTECTED INFORMATION.	483
PROTECTED INFORMATION	
Communication center.	448
PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY.	318
PUBLIC RECORD REQUEST.	478
PURSUIITS	
Foot.	337

R

RAPID RESPONSE AND DEPLOYMENT.	295
RECORDS RELEASE	

Audio/video recordings.	325
Subpoenas and discovery requests.	480
RECORDS REQUESTS	
Personnel records.	576
RECORDS RETENTION	
Accident, Illness and Injury Prevention.	632
Audio/video recordings.	325
Oath of office.	13
Personal protective equipment.	445
RECRUITMENT AND SELECTION.	532
RELIGION	
Accommodations in custody.	508
NAGPRA.	242
REPORT CORRECTIONS.	189
REPORT PREPARATION.	186
RETALIATION PROHIBITED.	542
REVIEW BOARD	
Force.	52
REVIEWS	
Accident, Illness and Injury Prevention.	624
Crisis intervention incidents.	357
Exposures.	624
Eyewitness identification process- annual.	398
RIDE-ALONG.	265
Eligibility.	265
RISK ASSESSMENT.	416

S

SAFETY	
Canine.	437
Conduct.	180
First responder.	263
Inspections (occupational).	630
Media.	190
Occupational.	624
Personal protective equipment.	444
Temporary flight restrictions.	190
SAFETY EQUIPMENT	
Seat belts.	570
SEARCH & SEIZURE.	138
SEARCHES	
Crime scene.	263
SEARCH WARRANTS.	412
SECURITY	
Personnel records.	576
SECURITY EMPLOYMENT.	592
SMOKING AND TOBACCO USE.	559
SOCIAL MEDIA.	239
STAFFING LEVELS.	27
STANDARDS OF CONDUCT.	175
SUBPOENAS	

Washougal Police Department

Washougal PD Policy Manual

Washougal PD Policy Manual

Records release and discovery requests. . . 480

WARRANT SERVICE. 412

WASHING OF VEHICLES. 434

WATER LINES. 302

T

TAKE HOME VEHICLES. 439

TATTOOS. 598

TECHNOLOGY USE. 182

TRAFFIC FUNCTION AND
RESPONSIBILITY. 364

TRAFFIC SIGNAL. 302

TRAINING

Anti-Retaliation. 544

TRAINING

Adult abuse. 145

AED. 361

Communicable disease. 558

Custody. 511

Fair and objective policing. 260

Firearm. 89

First amendment assemblies. 349

Hazardous materials. 631

Occupational safety. 631

Operation planning and deconfliction. . . 421

Personal protective equipment. 445

Personnel records. 575

Portable audio/video recorders. 326

Rapid response and deployment. 296

Social media. 241

Warrant service. 415

TRAINING, PROTECTED INFORMATION. 486

U

UNLAWFUL ASSEMBLY. 347

UNMANNED AERIAL SYSTEM. 404

USE OF SOCIAL MEDIA. 239

UTILITY SERVICE. 302

V

VEHICLE MAINTENANCE. 433

VIDEO RECORDINGS

First amendment assemblies. 345

W

WARNINGS

Canine. 112