Jason Bammann, Chief of Police

// J. Bammann //

GENERAL ORDER 41

PATROL

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INDEX OF STANDARDS

41.1 ORGANIZATION AND ADMINISTRATION

41.1.1 CONTINUOUS PATROL COVERAGE, OFFICER ASSIGNMENTS

41.1.2 ROLL CALL PROCEDURES

41.1.3 USE OF SPECIALIZED VEHICLES

41.1.4 AGENCY SERVICE ANIMALS

41.1.5 USE OF POLICE CANINE TEAM **(LE1)**

41.2 OPERATIONS

41.2.1 ROUTINE, URGENT, EMERGENCY RESPONSES **(LE1)**

41.2.2 MOTOR VEHICLE PURSUITS **(LE1)**

41.2.3 ROAD BLOCKS AND FORCIBLE STOPPING **(LE1)**

41.2.4 PROCEDURES FOR NOTIFICATIONS **(LE1)**

41.2.5 HANDLING MISSING PERSONS **(LE1)**

41.2.6 HANDLING MISSING JUVENILES **(LE1)**

41.2.7 RESPONDING TO PERSONS WITH MENTAL ILLNESS **(LE1)**

41.3 EQUIPMENT

41.3.1 MARKED PATROL VEHICLES

41.3.2 PATROL VEHICLE EQUIPMENT **(LE1)**

41.3.3 USE OF OCCUPANT SAFETY RESTRAINTS

41.3.4 PERSONAL EQUIPMENT AND APPAREL

41.3.5 BODY ARMOR **(LE1)**

41.3.6 HIGH RISK OPERATIONS **(LE1)**

41.3.7 MOBILE DATA COMPUTERS

41.3.8 CRUISER VIDEO CAMERAS/BODY WORN CAMERAS **(LE1)**

41.3.9 LICENSE PLATE RECONITION SYSTEMS

41.4 MISCELLANEOUS OPERATIONS

41.4.1 JOINT OPERATIONS PROCEDURES FOR PUBLIC SAFETY DEPARTMENTS

41.4.2 LABOR/MANAGEMENT DISPUTES

41.4.3 VEHICLE LOCKOUTS

PURPOSE:

The purpose of this chapter is to outline the guidelines, policy and procedure governing the primary law enforcement functions of our agency. The chapter covers the wide range of activities that officers of the Division are engaged in when delivering police services to the community.

41.1 ORGANIZATION AND ADMINISTRATION

41.1.1 CONTINUOUS PATROL COVERAGE

A. The agency will provide **patrol coverage** at all times and will provide the availability of an officer on a 24 hour a day basis.

– There are **four standard patrol shifts**: first shift (0600-1400), second shift (1400-2200), mid-shift (1800-0200) and third shift (2200-0600).

– Officers attending roll call are **available for immediate assignment** to handle calls for service during shift changes. Early cars will make officers available during normal shift changes and roll call

periods. Roll call shall normally last no more than 20 minutes and may be cancelled when calls for service are backlogged.

B. **Semi-Annual** "**Assignments to shift preference"** shall be noticed according to the current labor agreement and shall be made by means of seniority based upon time-in-rank (FOP Collective Bargaining Agreements).

C. **Shift personnel allocations** will generally last for a period of six months and will be reviewed semi-annually, subject to change in the interest of promoting the effectiveness and efficiency of the agency. Patrol shift working minimums for any given day shall include all sworn personnel except the designated watch commander and are established as 5 for dayshift, 7 for second shift and 6 for night shift unless a lower number is approved by the Chief of Police.

– **No switching of previously bid shift assignments** will be allowed except under exigent circumstances. Officers who can articulate exigent circumstances warranting a shift assignment change with another officer must do so in writing, with FOP/OLC approval and submit it to the Chief for final consideration.

This policy is not to be construed as prohibiting **"time trades"** between two officers as long as the officers have received prior approval from the Shift Commander.

– Any employee entering into a **voluntary agreement** to trade days off, switch a shift or conduct time trade with another employee may only do so when trade does not create any additional financial obligations or encumbrances upon the city.

– The **employee's time sheet** (daily assignment schedule) must only reflect his/her normal work schedule.

– Any **overtime or holiday pay** that would be accrued by the officer actually working the day in question will be noted on the employee's time sheet, with a note in the "comments section" of the time sheet that the extra accrual of time was a result of an originally approved time trade.

– Employees desiring the time trade must first complete a memo, which must be signed by the employees and approved by the Shift Commander of the employee for whom he/she is working.

– Shift Commanders are responsible to ensure no **financial obligations** to the city are created as a result of the trade.

– Copies of the memo are to be retained by the affected shift commanders until the time is worked and a copy provided to each employee involved in the time trade if requested.

D. The shift commander in charge of a shift will assign the shift officers to a specific zone/sector or general assignment.

– The Shift Commander may assign officers *temporarily* to **specific areas** for purposes of community familiarity and continuity; however officer(s) on each shift will be assigned to a zone/sector, normally for at least a one-year.

– The Shift Commander may take into account certain **criteria for determining officer assignments** to include (but not limited to): officer seniority, officer familiarity with the particular district, district needs, volume of calls, and officer's past performance. Officers are not permitted to "bump" another officer from his/her zone/sector.

E. Officers will normally be assigned to a patrol district or general assignment for not less than **one-year period**.

– Some officers may primarily serve as "general" units for calls throughout the city and some officers will be assigned by the Shift Commander to fill in for officers normally assigned to a specific district, but who are on days off, training, vacation, etc. This can also be accomplished by expanding, on a temporary basis the assignment area of an officer during such periods.

F. **Ope**n **Assignments to shifts** shall be posted for ten (10) days and shall be made by means of seniority based upon time-in-rank (FOP Contract).

– The assignment of shift squads determines the officer's day-off cycle.

G. **Light-duty or transitional-duty** assignments may be granted if there is work that can be performed by an employee which is a direct benefit to the agency and which is not in conflict with a physician's orders regarding recovery and/or limitations imposed by those orders for the employee.

Transitional duty is an assignment for a temporary basis for an employee not capable of performing his/her usual duties due to an on-duty injury or illness.

On-duty injury/illness is regarded as any injury, illness, or inability to perform normal or usual job duties that were related to or a direct result of an on-duty act or in the performance of their duties. The employee will be expected to have filed applicable City of Mansfield accident and injury forms as required for said injury/illness and is responsible for obtaining documentation confirming the duty-related origin of the injury/illness and for obtaining a release from normal duties and/or a limitation on the performance of normal duties.

– Only the **Director** or his designee may approve transitional duty assignments.

Light duty is an assignment for a temporary basis for an employee not capable of performing his/her usual duties due to an off-duty injury, illness, or other conditions.

Off-duty injury/illness is regarded as any injury, illness, or inability to perform normal or usual job duties that were not related to an on-duty act or a law enforcement function. The employee will be responsible for obtaining a release from normal duties and/or a limitation on the performance of normal duties from a physician.

– When an employee is injured or ill to the extent that he/she cannot perform the full range of their police duties in accordance with the job description, the employee will be required to see a licensed medical physician for an **evaluation and prognosis**.

– The licensed medical physician will be required to **complete the necessary and required city approved paperwork**. The employee is responsible for this paperwork to be forwarded to the Office of the Chief of Police and Director of Human Resources in a timely manner.

– It is the responsibility of the employee to make the request for **light duty**.

– **Light-duty assignments are not guaranteed**. It is generally assumed that there will be enough administrative duties to allow for only one light-duty or transitional assignment at any given time. Under normal circumstances, only one (1) light-duty or transitional-duty position will be permitted at any given

time. Exceptions to this will be granted by the Chief of Police and only at times when the workload justifies additional light duty or transitional duty assignments.

– In the case where **more than one employee has requested** and been approved for light duty by the Chief of Police, but only one light-duty position is authorized, a system of scheduled rotation will be implemented in order to distribute the light duty in a fair and equitable manner.

– Preference for employees injured in the line of duty (**transitional duty**) will be given over those employees who contracted an off-duty injury or illness (**light duty**).

– **More than one-light duty or transitional-duty assignment** may be approved if an employee possesses specific skills, training, or abilities to perform a critical function for the agency or if his/her assignment is a critical function for the agency and he/she is capable of performing that function.

– The Chief of Police or his/her designee will **determine the employee's working days** and working hours while assigned to a light/transitional-duty assignment.

– Those employees assigned to a light-duty or transitional-duty assignment **will generally not be allowed to attend any outside approved police training** while in a light-duty status. Employees assigned to a light-duty or transitional-duty assignment may be required to attend internal or in-service agency training as long as it conforms to the requirements and specifications related to the assignment.

– Those employees assigned to a light-duty or transitional-duty assignments are **generally prohibited from working overtime** or special-duty assignments.

– The employee will be required to see **his/her licensed medical physician** prior to the conclusion of the light-duty assignment in order to obtain a full medical release for a return to full-duty assignment.

– The city **reserves the right to send an employee to a city approved licensed medical physician** for an evaluation and prognosis of the injury or illness. The city also reserves the right to require an employee to see his/her licensed medical physician for an evaluation update and prognosis update as well as an update on the city-approved paperwork related to light duty.

If the employee is not approved for light duty, the employee **will be required to use other approved forms of leave** for the duration of their illness, injury, or condition.

41.1.2 ROLL CALL PROCEDURES

Roll call will be held daily at the beginning of each patrol shift by the on-duty Shift Commander normally for a period not to exceed 20 minutes and will cover the following topics:

– **Daily patrol activity**, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives.

– **Changes in schedules** and assignments.

– **New directives** or changes in directives.

– **In-Service Training as directed.**

– The evaluation of officer **readiness** to assume patrol.

If roll call is **delayed or canceled**, the Shift Commander will forward roll-call information to officers.

– At the conclusion of roll call, the Shift Commander will be responsible for providing the **communications center** with a copy of the shift deployment form or daily schedule.

Officers will be **familiar with notices** on the bulletin boards (roll call and squad rooms), information on the dry erase boards (roll call and squad rooms), as well as checking their mailboxes, e-mail and voice mail as a part of the roll-call procedure.

41.1.3 USE OF BICYCLE, AND/OR SPECIALIZED VEHICLES

A. The following are the **instructions, conditions and limitations of usage** for each of the listed functions or pieces of equipment:

Bicycle Teams

– Bicycle officers are normally assigned on a temporary basis and officers may utilize only that equipment which has been **approved by the Chief** of Police or his designee.

– Equipment **shall not be added** to bicycles, which affects the safety, performance or appearance of the unit.

– If an equipment change is requested, the request shall be forwarded to the bicycle coordinator, who is designated as the supervisor of the Neighborhood Impact Section.

– Nothing in this directive is meant to preclude any **temporary modification** to the bicycle to permit its immediate, safe use.

– The Chief of Police or his designee may at any time **suspend an officer's bicycle patrol activities** and use of any bicycle patrol equipment or uniform(s).

– The Chief of Police shall review and have **final disposition** of suspension of bicycle activities by any other officer or supervisor.

– Suspension from bicycle activities is **not necessarily a disciplinary action** but could result from administrative decisions.

– If a bicycle officer is suspended from using bicycles or if the officer **voluntarily resigns** from further participation, all issued equipment shall be returned immediately, including all bicycle equipment and uniform items that were provided at the agency's expense.

Supervisor Vehicle / Evidence Collection Vehicle

– The **Supervisor Vehicle (shift command unit)** is designed to provide a wide range of communications, specifically including radio frequencies utilized by other area law enforcement, fire, and EMS operations; telephone communications, via a cellular phone; and supplies such as maps, highway flares, and so on for conducting **incident command** in a variety of circumstances, including hazardous materials incidents, natural disasters, etc.

– The **evidence collection vehicle** is designed to provide the equipment and technology necessary for crime scene technicians, detectives, police officers, and crash investigators to **process crime and/or crash scenes.**

– The vehicle shall not normally be used for details **outside the City of Mansfield** if the vehicle would not be available to respond to an incident in a timely manner.

– The evidence collection vehicle is normally used by an evidence technician.

– The **Bureau Commanders and other officers** who may be identified in the agency's emergency operations plans as having primary mobile incident command duties shall be familiar with the location, function, and operation of all the equipment assigned to these vehicles.

SWAT Vehicle

– **Necessary equipment**, including all uniform parts specific to their assignment as tactical operators, will be provided by the Division.

– Officers assigned to tactical responsibilities are trained in the use of SWAT vehicles.

– Officers trained in the use of vehicle will be available for use in **emergency call-outs**, **special events or other uses** as designated by the Chief of Police, or his designate.

– Officers trained in the use of SWAT vehicles may **respond to an emergency utilizing emergency equipment** as specified in General Order 41.2.1, but are not to engage in a motor vehicle pursuit except under circumstances where there is probable cause to believe that the occupant(s) of the vehicle have committed a felony involving the infliction, attempted infliction, or threatened infliction of serious physical harm to persons. If involved in a motor vehicle pursuit, he/she shall relinquish all involvement in the pursuit to marked cruisers as soon as safe and practical.

Motorcycle

- **Safety equipment** including helmet, glasses, and gloves; necessary to their assignment as Motor Unit operators will be provided by the Division. Motor Unit operators are responsible to purchase tall other uniform equipment.
- Officers assigned to Motor Unit responsibilities must be trained and certified in the use of motorcycle patrol operations.
- Officers trained in the use of the motorcycle will be available for **special events or other uses** as designated by the Chief of Police, or his designate.

Officers trained in the use of motorcycles may **respond to an emergency utilizing emergency equipment** as specified in General Order 41.2.1, but are not allowed to engage in a motor vehicle pursuit or vehicle stops. If a Motor Unit officer comes across a traffic crash or encounters a crime in progress that would require immediate assistance, they are expected to respond and offer assistance until a patrol unit arrives to take control of the scene. This includes an "officer call for assistance" or other like emergency call. **ANY RESPONSE TO AN EMERGENCY CALL FOR ASSISTANCE SUCH AS "AN OFFICER DOWN" OR NEEDING ASSISTANCE, IS EXPECTED TO BE DONE WITH DUE CAUTION AND WITH RESPECT TO SAFETY AS WELL AS TRAINING.**

Command Unit

- **The Command Unit** is designed to provide a wide range of communications, specifically including radio frequencies utilized by other area law enforcement, fire, and EMS operations; telephone communications, via a cellular phone, Unmanned Aerial System (drone) video feeds; and supplies such as maps, and so on for conducting **incident command** in a variety of circumstances, including hazardous materials incidents, natural disasters, crime scenes, search and rescue, etc.

- Officers trained in the use of the Command Unit will be available for use in **emergency call-outs**, **critical incidents**, **special events or other uses** as designated by the Chief of Police, or his designate.

B. **Qualifications and training** for assigned personnel.

Bicycle Unit

- The bicycle **may only be used by members of the agency who have received specific instruction**, training, and equipment to be used with the bicycle.

- Training shall be from personnel certified by the International Police Mountain Bike Association (IPMBA), **police cyclist** or approved course.

- **Full-time, Reserve and Auxiliary police officers** of this agency are eligible to apply to become bicycle officers.

- The number of officers who will participate in the bicycle program will be **at the discretion of the Chief** of Police or his designee.

- The Chief of Police may utilize the suggestions and input from certified cyclists **when making his decisions concerning training** matters.

Evidence Collection Vehicle

Any employee of this agency may be **authorized to operate** or use the evidence collection vehicle subject to the terms, conditions, and availability listed above.

Supervisor Vehicle

Any employee of this agency may be **authorized to operate** or use the Supervisor Vehicle subject to the terms, conditions, and availability listed above.

SWAT Vehicle

The SWAT vehicle is **only to be used by members of the agency who have received specific instruction and training from the SWAT supervisor or his/her designate.**

Motorcycle

Only sworn members of the Division who have attended and successfully completed Basic Motor Officer training can operate Division motorcycles.

Command Unit

Any employee of this agency may be authorized to operate or use the Command Unit subject to the terms, conditions, and availability listed above.

C. Person/position responsible for **condition and maintenance**.

Bicycle Unit

- The Neighborhood Impact Section Supervisor is the bicycle coordinator and shall ensure that bicycles which are utilized for bicycle patrol are **properly equipped and maintained**.

- The bicycle coordinator will **periodically evaluate** bicycle equipment and supplies to ensure adequate materials are readily available or that any noted deficiencies are rectified, including approved uniforms and equipment utilized by individual bicycle officers to perform their assigned duties.

- The officer utilizing a bike must ensure it is in **proper working order** prior to using the bicycle for any assignment or shift.

- If an officer finds a bicycle to be **inoperative or in need of repair**, the inspecting officer will take the bicycle out of service, will place a notification on the bicycle (which must be immediately placed in a conspicuous location on the bicycle), and will utilize a "Vehicle Check-Out Form" to notify the Bicycle Coordinator of this situation.

Evidence Collection Vehicle

The Crime Lab Director shall be responsible for the condition and maintenance of this vehicle.

Supervisor Vehicle

The Patrol Supervisor utilizing the vehicle shall be responsible for the condition and maintenance of this vehicle to include submission of the Vehicle Check-Out Form following each use.

SWAT Vehicle

The SWAT Supervisor is responsible for the condition and maintenance of the SWAT Vehicle.

Motorcycle

Motor Unit officers are responsible for maintaining all equipment and ensuring maintenance of the motorcycles.

Command Unit

The Major Crimes Lieutenant is responsible for maintaining all equipment and ensuring maintenance of the Command Unit.

D. **Listing of Equipment**

Bicycle Unit

Available equipment for designated bike personnel will include the following:

- Equipment Rack
- Equipment Bag
- Headlight
- Tail light

Evidence Collection/Supervisor Vehicle

The evidence collection and Supervisor Vehicle will be equipped with at least the following:

- Evidence collection equipment
- Flashlights
- 35 mm or digital camera
- 2 traffic vests
- 1 raincoat
- 1 pair of boots and coveralls
- 1 box of flares
- 2 extension cords
- 2 portable halogen lights

An entire inventory of evidence collection equipment is kept on file with the crime lab director.

SWAT Vehicle

The SWAT Vehicle will be equipped with the at least the following:

- Portable ladders
- Door Rams
- Breeching Tools
- Police radio
- Police lights
- Siren system

A complete list of assigned equipment will be maintained on the SV Inspection Sheet.

Motorcycle

- Police radio
- Police lights
- Siren system

The motorcycles are equipped with Division approved and required safety and emergency response equipment. Any additional equipment must be approved by the Chief prior to installation.

Command Unit

The vehicle will be equipped with at least the following items:

- Police radio
- Police lights
- Siren system
- Generator
- Various area maps
- Pens, highlighters, paper, etc.
- Laptop computer(s)
- TV/Video monitors

41.1.4 USE OF AGENCY SERVICE ANIMALS (N/A)

This agency only uses canines (K9's) for police service (see G.O. 41.1.5 below)

41.1.5 USE OF THE CANINE TEAM (LE1)

A. **Authorization, Conditions, Limitations and Procedures on Usage**

The canine team will patrol in a modified, specially-equipped vehicle designated for such duty and clearly marked "Canine team". The canine team may be assigned to a specific patrol district when necessary, but should be allowed to respond to calls for service throughout the City which may be better served by a canine team. The work days and shift hours of the canine team are subject to changes authorized by the Chief of Police to meet the demands of the police division. Organizationally the canine team has been placed within the patrol section. The canine officer(s) will be supervised by the on-duty Shift Commander. The canine officer will coordinate all special details with his/her assigned Shift Commander.

Mansfield Division of Police Request when the Canine Team is On-Duty

An officer may directly request the **use of this agency's canine team** when he/she is on-duty and in-service for situations which might include building searches, searches for missing or lost persons, narcotic detection, etc.

The following calls should be designated for canine team response if the canine team is on-duty and available:

- Burglary in progress calls and/or robbery alarms
- Felony or misdemeanor crimes where the suspect(s) has fled on foot and a possible tracking deployment could develop.
- Open door/ window calls where the canine team can be used for a building search.
- Locating lost persons.
- Search of an area for evidence or contraband, including narcotics.

– Any other call where, in the on-duty supervisor's opinion, a canine team would be an asset as a back-up officer.

The canine officer will **notify the communications center of his/her intent to respond** to any specific call for service.

Mansfield Division of Police Request when the Canine team is Off-Duty

– The Shift Commander may authorize a request for canine services from a neighboring agency that has a canine team on duty.

– The officer(s) requesting the canine will advise the Shift Commander of the details of the incident and request for the canine. If the agency's canine team is off duty and no neighboring agency's caine is available, the Shift Commander will review the request, decide whether overtime is authorized to honor the request for the canine team, and may authorize the "call-in" of the canine team.

– The Shift Commander should **take into consideration** the following when deciding to authorize the "call-in" of the canine team: the type of crime or incident, environmental conditions, time elapsed from occurrence, crime scene integrity, canine team response time, and severity of the crime or incident.

– Upon the approval of a Shift Commander, communications will contact the canine officer by telephone and advise him/her of the request along with the details of the incident. If the canine team is available, the Shift Commander has the **authority to order** him/her to respond. Otherwise, the decision for the canine team to respond remains with the canine officer based upon the relayed facts and circumstances. If the canine officer has questions or concerns about the request, he/she should directly contact the on-duty Shift Commander.

– In the field, the canine officer will make the decision if the canine will be utilized. The decision to deploy a canine to a specific law enforcement operation shall remain with the canine officer. The canine officer will advise the Shift Commander of the decision immediately.

– If the Shift Commander does not order the canine officer in and if the canine officer determines that the canine team will not respond, the canine officer will advise the dispatcher of the reason(s) the canine did not respond. The canine officer, during his/her next normal working day, will respond in writing to the requesting supervisor of the reason(s) the call out was declined.

Request from an Outside Agency when Mansfield's Canine Team is On-Duty

– The Shift Commander will be advised of the mutual aid request and the Shift Commander will make the determination if the canine team request will be approved.

– The Shift Commander should **take into consideration** the following when deciding to authorize the deployment of the on-duty canine team for an outside agency request: the type of crime or incident, existence of a mutual-aid agreement with the requesting agency, type of services requested from the canine (i.e. narcotic search, tracking, etc.), availability of other area canines, etc.

– Upon the approval of a Shift Commander, communications will contact the canine officer by telephone or radio and advise him/her of the mutual-aid request along with the details of the incident. If the canine team is available, the Shift Commander has the **authority to order** him/her to respond. Otherwise, the decision for the canine team to respond remains with the canine officer based upon the relayed facts and circumstances.

– In the field, the canine officer will make the decision if the canine will be used. The decision to deploy a canine to a specific law enforcement operation shall remain with the canine officer. The canine officer will advise the Shift Commander of the decision immediately.

Request from an Outside Agency when Mansfield's Canine Team is Off-Duty

– The canine team's services may be requested at any time and will not be compensated unless actually called out.

– If the communications center receives a request from an outside agency for the police division's canine team, communications will advise the requesting outside agency that the division's canine team is off duty. Communications will be encouraged to notify the outside agency to request an on-duty canine team from another agency. If there are no "on-duty" canine teams operating in the area, the communication center will advise the Shift Commander of the request.

– The Shift Commander will be advised of the mutual-aid request, review the request, and may authorize contact with the canine team.

– The Shift Commander should **take into consideration** the following when deciding to authorize the call-in of the off-duty canine team for an outside agency request: the type of crime or incident, existence of a mutual-aid agreement with the requesting agency, type of services requested from the canine (i.e. narcotic search, tracking, etc.), availability of other area canines, etc.

– Upon the approval of a Shift Commander, communications will contact the canine officer by telephone and advise him/her of the request along with the details of the incident. If the canine team is available, the Shift Commander has the **authority to order** him/her to respond. Otherwise, the decision for the canine team to respond remains with the canine officer based upon the relayed facts and circumstances. If the canine officer has questions or concerns about the request, he/she should directly contact the on-duty Shift Commander.

– In the field, the canine officer will make the decision if the canine will be used. The decision to deploy a canine to a specific law enforcement operation shall remain with the canine officer. The canine officer will advise the Shift Commander of the decision immediately.

– If the Shift Commander does not order the canine officer in and if the canine officer determines that the canine will not respond, the canine officer will advise the dispatcher of the reason(s) the canine did not respond.

Rules for Department Employees:

No officer will do any of the following:

- Strike or discipline the canine.
- Engage in any horse play with the canine.
- Tease or agitate the canine.
- Give the canine any command unless directed otherwise in this policy.
- Feed the canine without the canine officer's permission.
- Play with the canine without the canine officer's permission and presence.
- Enter the canine vehicle without the canine officer's knowledge and presence.
- Remove the canine from the canine vehicle or other area of confinement without the canine officer's knowledge and presence.

Canine Uses

Crowd control: The canine shall not in any way be used to prevent, deter, intimidate, or threaten any person or group gathered in a lawful manner while exercising their constitutional rights.

– The canine team will not be used for basic crowd-control situations. It is recognized that the canine team can be used effectively in controlling and moving large groups of unruly people.

– The canine team may only be used in crowd-control situations under the following circumstances:

– When, in the opinion of the Shift Commander, the presence of a canine team will prevent or deter a serious breach of the peace.

– When, in the opinion of the Shift Commander, it is necessary to prevent or avoid injury to a police officer or citizen.

– When specifically requested at any event where large crowds are expected by direction of the shift commander, or Bureau Commander.

– When deployed as part of a larger crowd-control team.

– Recognizing that crowd-control situations will vary with each request and may change during the incident, the following guidelines are provided, but are not considered all inclusive.

– The canine team will be deployed most often as a foot patrol unit in an area affording high visibility. No special instructions are necessary during this type of deployment. When the canine team is utilized in the controlling and/or moving of a large group of unruly persons, the canine team will be deployed behind the line officers who will be physically moving the group. This position will afford high visibility and accessibility to be moved to the front line if it would become necessary to prevent injury to a police officer or citizen. When the canine team is deployed in either of the above situations, several special instructions for all on scene personnel apply.

– If the canine team is placed on the front line to prevent injury, the police canine may be deployed on a leash. **Do not enter the K-9 zone for any reason.**

– If the police canine is involved in a bite situation, stay out of the K-9 zone until the canine officer instructs you to secure the suspect.

Building Searches: The canine team can be an asset when it becomes necessary to search a building for a suspect. There will be two basic types of building searches.

– The first type of canine building search is a **canine walk through**. This type of search can be conducted when an open door or window has been found on a routine security check or alarm activation. Where there is **no** evidence of forced or unlawful entry, the only special instructions that apply with this search is for officers to **stay with the canine officer** as the officer(s) and canine officer, along with the canine, check the building. The canine uses its nose to detect airborne human scent. If once inside it becomes evident that there are unauthorized persons within the building, it may become necessary to deploy the canine.

– The second type of building search is the **canine tactical building search**. This type of search is used when there is evidence to believe that there has been forced and/or unlawful entry by unauthorized persons into a building. The following instructions apply to the tactical building search:

– Officers should secure the outside perimeter of the building. If a window has been broken or removed, officers should relay this information to the responding canine team. It may be necessary to obtain a key to enter the building safely. Officers should take up positions around the building but not next to it when possible. Officers should take full advantage of cover and concealment. Officer should attempt to close any open doors or windows before the arrival of the canine team. If a second open door or window is found, officer should advise the canine team immediately. This will help to contain available scent as well as the canine during the search.

– **No one should enter the building before the canine team arrives**. Officers should advise the responding canine team of the perimeter positions and descriptions of any plain clothes officers on the scene.

– An officer should be designated to meet with the canine team at a tactically sound location to plan the approach and search of the building. One or possibly two cover officers will be needed to work directly with the canine team.

– After a tactical approach to the building is conducted by the canine team and back up officer(s), warnings will be issued inside the building verbally or by PA when possible. Warnings will be given before the police canine is released to search the building. In the event a building has multiple separated floors, the canine team will systematically search and give warning on all floors being searched.

– If the police canine alerts to a suspect(s) or is involved in a bite situation within the building, officers should **not leave the canine officer unless specifically instructed to do so by the canine officer.** Tactics must be considered as officers work their way to the location of the alert or the apprehension. Officers should not move ahead without first clearing each room.

– If an apprehension has taken place, officers should not interfere with the commands of the canine officer and officers should not come in contact with the suspect or canine until told to do so by the canine officer. The officer's job as a back-up officer is to assist the canine officer in making the area safe to approach. Officer attention must be on the entire surrounding area and not focused on the canine, canine officer, and the suspect.

Tracking: Tracking of a suspect(s) when physical presence has been recent can be a useful application of a canine team.

– It is imperative that officers not disturb the search area or allow the search area to be disturbed before the canine team arrives.

– Officers should set up a perimeter when possible and maintain visual contact of their assigned areas from vehicles or buildings.

– If a person is available that knows the last known location of the suspect(s), have them stand by to speak with the arriving canine officer so that an accurate starting point can be established.

– One or more back-up officers may be used to assist in the search. If an officer is assigned as a back-up officer, the officer should stay with the canine team as directed by the canine officer. The back-up officer should be on the alert for movement and suspects hidden in the area. It is not necessary for back-up officers to watch the canine. If the canine officer stops, back-up officers should stop and wait for the canine team to continue the track.

– If it becomes necessary for a back-up officer to stop while the canine team is tracking, the back-up officer should advise the canine officer immediately.

– Normally a 10' - 30' tracking line will be attached to the canine during this type of deployment. The canine may actually be right on top of the suspect before the canine officer or back-up officer(s) know he is there.

– The back-up officer should be aware of the entire surroundings at all times. The canine may be very close to the suspect without showing an alert.

Area Searches: A canine team can also be used to search an area in which a suspect(s) is believed to be present. The following special instructions will apply when requesting an area search.

– Officers should secure a perimeter in the same manner as a tracking situation. Officers should set up a perimeter when possible and maintain visual contact of their assigned areas from vehicles or buildings.

– The canine will be directed to search by the canine officer or will be escorted on a patrol route to assist in locating the scent cone of the suspect. Full advantage of the wind direction will be taken.

– As in a tracking situation, all back-up officers must be aware of movement in and around the search area. The canine officer must be watching the canine to show an alert.

– Once the canine has alerted to the presence of human scent in the area, the canine officer will issue warnings to the suspect(s) before the canine is released to search on his own. The canine officer will advise perimeter officers that the canine (K-9) has been released.

– If the canine alerts to a suspect(s) or is involved in a bite situation, back-up officers should **not leave the canine officer** unless the canine officer instructs the officer to do so. Tactics must be considered as officers work their way to the location of the alert or apprehension. During an area search with limited concealment and cover, the canine, canine officer, and back up officers may become very vulnerable. Always remember there may be more that one suspect.

– If an apprehension has taken place, back-up officers should not interfere with the commands of the canine officer and should not come in contact with the suspect or canine until told to do so by the canine officer. The job of a back-up officer is to assist the canine officer in making the area safe to approach. The back-up officer's attention must be on the entire surrounding area and not focused on the canine, canine officer, and/or the suspect. Again remember there may be more suspects in the area.

Criminal Apprehension by Canine: Use of a canine during an apprehension will be classified as an application of force. The canine officer shall allow the canine to only use the force he/she reasonably believes is necessary to affect the arrest or apprehension of the suspect whom the canine was ordered to apprehend. The canine officer shall function within the guidelines of the department RTR/A policy as established in General Order 4. The following procedures will be followed for maximum effectiveness and safety during canine apprehensions:

– The canine officer shall, if possible, verbally warn the suspect(s) that if the suspect(s) does not stop, the dog (canine) will be released.

– The canine officer will not send the canine after a suspect(s) if it is known that the suspect(s) is being directly pursued by a police officer(s) on foot.

– The canine officer, upon releasing the canine, will attempt to advise by radio, that the canine has been deployed on an apprehension.

– All officers involved in the area, except the canine officer, shall **stand still** when the canine has been deployed.

– **Back-up officer(s) in the area of a canine apprehension are very vulnerable. Officers who are moving are advised to stand still and wait for instructions from the canine officer.**

– Contact by the canine may be unavoidable if you are moving. If a bite does occur, officers should **stop moving and immediately** call out K-9 officer. After the canine is released, officers should not make any sudden movements. Officers shall follow the instructions of the canine officer.

– DO NOT ATTEMPT TO FIGHT THE DOG OR PULL AWAY. AFTER THE CANINE IS RELEASED, DO NOT MAKE ANY SUDDEN MOVEMENTS. FOLLOW THE INSTRUCTIONS OF THE CANINE OFFICER.

Evidence Search: Searching a specific area for evidence or property can be an effective application of the canine team, especially during preliminary investigations. It is extremely important that the area to be searched is not disturbed. The decision to search on or off leash will be made by the canine officer. The canine team may be able to locate evidence left or dropped from the crime scene as well as locate any personal items lost by the suspect(s). In order to accomplish this, the canine officer must have a general idea of where to search. Officers should not allow the area to be contaminated prior to the canine search. If the area is at risk of being contaminated, officers should set up a perimeter of the search area prior to the canine arrival.

Narcotics Detection: The use of the canine team in narcotics detection can be a valuable tool for patrol officers. The canine's ability to alert on a narcotic is directly related to the availability of the scent and the proficiency of the canine.

Vehicle Narcotic Searches: When requesting the canine team for use in searching a vehicle suspected to contain illicit narcotics, the following procedures shall apply:

– The canine officer will be responsible for ensuring that the narcotics detection is initiated at a safe location. No detection operations will occur when the canine officer has deemed the area unsafe.

– It is the responsibility of the requesting officer or back-up officer(s) to maintain observation of the operator and any occupants(s). The canine officer must pay a great deal of attention to the canine during a narcotics search.

– In the rare instance the interior will be entered by the canine, the requesting officer will first take custody of any narcotics or paraphernalia in plain view. If probable cause already exists to search a vehicle, the canine officer will search the interior of the car prior to searching with the canine. All occupants and food shall be removed.

– At the completion of the search, the canine officer will advise the requesting officer of any items located. It is the responsibility of the requesting officer to determine if he/she will make an arrest based upon the evidence recovered. It is also the responsibility of the requesting officer to impound evidence or contraband taken from the scene and to maintain chain of custody with the recovered items.

The canine will NOT search people for narcotics.

Building Narcotic Searches: In those instances where the canine is used for narcotics detection in a building, the following procedures will apply for maximum effectiveness and safety of the canine.

– The requesting officer will conduct a search of the area with the canine officer. This search will be conducted without the canine in order take into custody any narcotics or paraphernalia in plain view.

– The canine officer will ensure a safe working environment for the canine. No detection operations will occur when the canine officer has deemed the area unsafe.

– All persons on the premises must be removed or placed in one area prior to beginning the narcotics search. The only exception to this policy will be in the event of a consent search. The owner or the owner's representative will be permitted inside the structure upon request, as long as it doesn't interfere with the search.

– It is the responsibility of the requesting officer or back-up officer to maintain observation of the owner or representative. The canine officer must pay a great deal of attention to the canine during a narcotics search.

– At the completion of the search, the canine officer will advise the requesting officer of any items located. It is the responsibility of the requesting officer to determine if he/she will make an arrest based upon the evidence recovered.

Public Relations: Building positive public relations in an important application for a canine team. The following guidelines are intended to structure the contact of the demonstrations.

– The canine officer giving the demonstration shall prepare and conduct themselves in a manner to reflect the core values of the division to their audiences.

– Total control and obedience will be stressed in all public relations demonstrations.

– All requests for canine team talks/ demonstrations will be made in writing or by email to the canine officer. The canine officer will arrange with his/her immediate supervisor to accommodate the request.

B. Selection, Evaluation and Pre-service Training for Canines Teams

The canine shall receive **training sufficient to certify the canine** in compliance with Ohio Peace Officer Training Council standards for Canine teams. All canine(s) will be owned by the City of Mansfield and will be licensed in accordance with all state and local regulations. All canine(s) will be owned by the City of Mansfield and will be licensed in accordance with all state and local regulations.

C. Selection Process for Police Canine Handler: The canine handler position is a bid position and shall be posted per current Collective Bargaining Contract language. The selected Officer shall undergo a pre-selection process as determined by the Division and included in the initial posting. The Officer shall receive **training sufficient to certify them as a canine officer (handler)** in compliance with Ohio Peace Officer Training Council standards for Canine teams.

The canine team will complete a training program that fulfills the State of Ohio's requirements for training of a police canine. The canine will be trained by a state approved training instructor on a state approved course in the following areas: narcotic detention, article search, tracking, criminal apprehension, canine control, and canine searches.

Certification of Canine team: The canine team will be certified by the State of Ohio as a police service canine in accordance to their standards. In addition to the State of Ohio Certification, the canine team may elect to certify the canine with a nationally recognized canine association.

D. In-service Training: The canine team is will participate in bi-monthly canine training sessions whenever possible unless the canine officer is off on authorized leave. Canine training time/location will be arranged by the canine officer. The canine officer will be responsible for the maintenance of the canine's training log. The canine officer will make his/her training logs available for routine review. The canine officer will report any training problems in writing to the sergeant assigned as the canine team supervisor. The canine team will be "on call" during the in-service training. Performance evaluations of the canine team will be performed during in-service training. The canine teams will train in realistic situations. The areas of evaluation/in-service training will include: narcotic detection, article search, tracking, criminal apprehension, canine control, and canine searches.

E. Annual Evaluation/Certification: The canine team will be evaluated on an annual basis during In-service training by the Division's recognized certified trainer and/or an outside certified trainer.

F. Narcotics Training, Audits and Inventory: The canine team will train using actual drug samples. The division will maintain training samples of drugs for police canine training purposes. Stringent regulations governing their storage, handling and use are required.

– Prior to removing any training samples from the safe, the canine officer will enter into the log book the following information: the samples that are removed, date and time, location of training, and the weight of each sample removed.

– After the training session, the samples will be returned to the safe and logged back in. The following information will be documented in the log book: the samples that are returned, date and time, and the weight of each sample.

– A loss of any training sample shall be documented by the canine officer in a memo directed to the canine officer's supervisor and the Bureau Commander. Documentation should include: type of drug, time and date, location of loss, amount of loss, method of destroying sample or an explanation as to how the sample was lost.

– When not in use as a training aid, the drug samples will be stored in a safe within the police facility. The safe will be locked at all times. The access into the safe shall be restricted to the canine officer and Forensic scientist for audit purposes.

G. Canine Care

It shall be the responsibility of the canine officer to keep his/her assigned canine in such physical condition that the canine is able to perform the duties expected. The canine officer will be allowed the time necessary to ensure that the following canine care and maintenance is performed:

– The canine will be groomed as needed.
– The canine will be examined by the canine officer daily to include: eyes, ears, mouth, nostrils, feet and general body condition
– Nails will be clipped as needed.
– The canine officer will clean his/her yard of feces as needed.
– The canine officer will feed his/her assigned canine on a routine schedule and provide fresh water.
– Water and food bowls will be cleaned as needed.
– The canine will be bathed as needed.

– The canine will be treated for parasites as needed.
– All medicines will be dispensed and directed by the city approved veterinarian.

The canine officer is responsible for the care of their assigned police canine. The canine must be an important part of family life. The canine may be placed in a secure kennel at the canine officer's residence when not under direct supervision of the officer or his/her family. An inside kennel/crate may also be provided by the city. The city may provide a secure outside kennel at the residence of the canine officer, if needed. When the canine is in the outside kennel, the kennel gate(s) shall be secure to avoid unauthorized person(s) from opening the kennel. A caution sign will be posted on the outside kennel. If the canine is routinely secured outside, caution signs will be posted at all entrances to the yard of the canine handler's residence. When outside of the canine officer's residence, the canine must be under the direct control of the canine officer at all times.

Veterinarian Procedure

In the event the police canine requires veterinarian care, the canine officer will follow the outlined procedure:

– Only an approved veterinarian will be used. The Chief of Police will approve veterinarians for the police canine.

– The canine officer, on the next normal working day following the non-routine veterinarian care, will email a report detailing the need to the Team Administrative Supervisor. A copy will be submitted with billing documentation.

– The canine officer will have a **complete physical performed on his/her police canine annually**.

– Any other veterinarian visits shall be at the discretion of the canine officer's supervisor depending on the canine's condition.

– The shift commander will be notified if the canine is too ill or injured to work. If the canine is too ill or injured to work, the canine officer will email the Team Supervisor and Shift Commander. A copy of the report will be sent to the sergeant assigned as the canine team supervisor.

– The canine officer may work without the canine if the canine itself is too ill or injured to work. The canine officer may not use sick leave because the canine is ill or injured.
– A copy of any bills for canine veterinary services will be forwarded to clerical personnel as soon as possible.

Care and Control of the Canine

Care and control of the canine while on duty, in and around the police station will follow the outlined procedure.

– The canine officer will have the canine under his/her immediate control and supervision.

– While on station, the canine officer may leave the canine in the canine vehicle. The canine officer should consider weather conditions when making this decision.

– The canine will not be allowed to wander about the building. The canine officer will be respectful of individuals who do not care for animals.

– The canine will not be permitted to drink from the water fountain or eat/drink in the lunch room.

– The canine officer will be responsible for cleaning up after the canine.

H. Canine Vehicle

The canine team will patrol in a modified, specially-equipped vehicle designated for such duty and clearly marked. The following vehicle modifications will be made:

– The vehicle will have front and rear reflective license plates with the printing "K-9".
– "Caution" will be painted on the vehicle.
– All other markings will be subject to approval from the Bureau Commander and the Chief of Police.
– A metal transport container will be installed.
– A remote door opener will be installed.

The canine officer will be assigned a canine vehicle and will be responsible for the care of the vehicle. The following restrictions apply to its use.

– No prisoners are to be transported in the canine vehicle.
– One occupant may be transported in the canine vehicle. If the occupant is a citizen, the door to the canine compartment will be shut and latched.
– If the canine officer is out of sight from the vehicle, the vehicle will be secured to prevent unauthorized entry or exiting by the canine.
– The canine vehicle will be stored at the canine officer's residence. The canine officer is responsible for storing the vehicle in a safe location.
– The canine vehicle will only be used for official police business.
– All other regulations pertaining to city vehicles shall apply to the canine vehicle.

Equipment

The canine team shall **maintain equipment to train the canine**, including pads or other protective devices for field training; equipment to handle and control the canine; and equipment to carefully transport the canine. The canine officer is responsible for the care and condition of all equipment issued to him/her for the training and control of his/her dog. All equipment shall be inspected and kept in good working conditions. The following is a list of necessary equipment: leads and collars, muzzle, bite sleeves and covers, scratch pants, hidden sleeves, bowls, canine first aid kit, bite bar sleeves, narcotics toys (rubber, metal, plastic), electric dog collar, boxes for drug training samples, and bite suit.

I. Canine Deployment Data and Use of Force Reporting

– **Canine Deployment:** The canine use Activity Log will be completed any time the canine is used or deployed by the canine officer when:
    - Another agency specifically requests the canine team.
    - Division personnel specifically request the canine team.
    - The canine officer initiates the use of the canine.

Canine Activity Log will use the applicable call for service number. If a situation is assigned an incident number, the number will be included in the canine use report.

– **Guidelines for Canine Use of Force:** A canine use of force is when a police canine grabs, bites, scratches, nibbles, pinches, or in any manner comes into physical contact with a suspect. The following are justifiable situations for a canine use of force:

  - When the canine had been deployed on an apprehension.
  - To protect a police officer or citizen.
  - The police canine is assaulted.
  - A suspect is acting in an aggressive or threatening manner.
  - Unauthorized entry into the canine vehicle.
  - Any other dynamic situations where the totality of circumstances justify a reasonable use of force by the canine**.**

Reporting Canine Use of Force

The RTR/A report form will be used to document any canine use of force.

– The canine officer will notify the Shift Commander as soon as practical after any use of force or accidental bite situation by the police canine.

– The subject will be provided with the necessary first aid or medical attention. If the subject refuses treatment, a copy of the treatment refusal form will be obtained from the fire/EMS department involved. The canine officer, if practical, will attempt to have the subject's refusal of treatment verbally recorded with the cruiser camera.

– The Shift Commander will notify the Bureau Commander, as soon as practical, of any canine use of force or accidental bite situations resulting in injury or alleged injury.

– The Shift Commander will initiate an investigation unless otherwise directed.

– The Bureau Commander will review the investigation and forward the investigation results to the Chief of Police.

– The Chief of Police or his/her designee will be responsible for gathering and reviewing information relating to any canine use of force which results in serious injury or death. RTR/A procedures will be followed.

– The canine officer will file a canine use of force as soon as practical. In the event the canine officer is incapacitated or otherwise incapable of filing the report(s), the Shift Commander will initiate such measures.

– The canine officer and the Shift Commander will ask the subject for permission to view the affected area (using good judgment if the person is of the opposite sex). Photos, when possible, shall be taken of the affected area after cleaning by medical personnel. A full body photo depicting no further injury should also be taken. Photos should be taken whether or not there are visible signs of injury.

– All injuries sustained by a suspect shall be examined and attended to by medical personnel (i.e. EMS or transportation to a hospital or medical treatment facility) when an actual bite occurs prior to transporting the injured person to the police station for processing or to a correctional facility for incarceration. Injuries/alleged injuries will be documented.

– In a case involving an accidental bite, the canine officer will file a dog bite G. O. report in addition to the canine RTR/A report.

Injury to Canine Officer: In cases where a canine officer becomes injured and is unable to control his/her respective canine, the following steps should be taken.

– If the canine is not acting aggressive, officers on the scene should make every effort necessary to control the canine by any available means, with every effort made to protect the canine. The canine should be secured into the back of the canine vehicle or other available vehicle. A ball, drug toy or bite sleeve are all available in the trunk of the canine vehicle and can be used to entice the canine into a vehicle. The canine restraint pole (located in the Mayor's garage) may also be used to secure the canine.

– If the canine is acting aggressive, attempts should be made to contact the canine officer's spouse or another officer familiar with the canine. Adjoining agencies may have experienced canine (K-9) handlers familiar with this division's canine if more assistance is needed.

– Officers should not attempt to give first aid to the canine officer unless the canine officer's life may be in danger.

– As a last resort, the canine can be destroyed in an effort to administer life-saving aid or medical treatment to the canine officer.

41.2 OPERATIONS

41.2.1 ROUTINE, URGENT, EMERGENCY RESPONSES (LE1)

A. Routine and urgent calls, as designated in the 10-code shall be answered without emergency lights and siren, obeying all traffic regulations, unless otherwise designated.

Officers shall respond to routine and urgent calls without delay, proceeding directly to the call by the most expedient route without the use of emergency equipment, unless the officer or supervisor, based on the nature of the call, personal knowledge, or any other mitigating circumstance, feels that an immediate response is warranted, in which case officers are authorized to notify communications and respond with emergency equipment.

B. All calls designated in the 10-code as **emergency calls** shall be answered with emergency lights and siren to warn vehicular and pedestrian traffic, unless directed otherwise. These calls require a fast response by police officers to a given situation and officers will proceed directly and in a safe manner to the call by the most expedient route, and under normal circumstances will have their emergency lights and siren in operation to facilitate and expedite their response.

C. Officers shall respond to routine calls in a timely manner so as not to keep a complainant waiting for an unreasonable length of time.

– Under routine conditions and when responding to routine calls for service, officers operating Mansfield Division of Police vehicles will obey all traffic laws and have a duty to drive with due regard for the safety of all persons and property upon the roads and highways.

– Officers shall use emergency warning equipment in accordance with the applicable statutes, ordinances, general orders or when specifically authorized to do so by a supervisor. Telecommunications assigning officers to respond to emergency calls may downgrade a response based on updated pertinent information.

– A supervisor may request units to respond with an emergency response to any type of emergency call or may advise responding units to cancel their emergency response to any situation. Officers will immediately terminate emergency vehicle operation when advised to do so by a supervisor.

– Officers responding to an emergency should advise radio communications when they **initiate emergency response**, for example, "3232 is responding 1020 to the accident," which will give the supervisor time to evaluate the location and number of officers responding.

Financial Institution Alarms (Red Card System)

When a hold-up alarm is received from a financial institution during business hours, it is important that the PSCC, financial institution employees, police officers and supervisors all respond in a uniform manner. This response plan represents a collaboration among the aforementioned entities and the actions each will take upon receipt of an alarm.

The Public Safety Communications Center (PSCC) will:

– Immediately dispatch units to the scene advising them that an alarm has been activated;

– Telephone the financial institution. Upon a bank employee answering, the telecommunicator will say, "You have an emergency at your business; I need to speak with someone in charge." This will cue the bank employee that they have the PSCC on the line and that the alarm has been activated;

– Notify responding officers if the correct code has been received from the financial institution.

Financial Institution Employees will:

– Try to determine if the alarm is accidental or is an actual hold-up. If the alarm is false the employee is to respond with the CORRECT TIME AND DATE ONLY. Do NOT display the RED CARD;

– In addition, if the alarm is false, the employee will be requested to display the RED CARD for the responding officers in the front window of the facility;

– If the alarm is indicating an actual robbery, the employee shall either give an incorrect code or, if possible without exposing themselves to danger, state, "We are being robbed" and give as much information as possible.

Responding Units will:

– Proceed to the location as quickly as possible utilizing safe driving procedures;

– Shut off the siren and emergency lights at a distance that will not advertise the presence of a police response to perpetrators;

– Upon arrival survey the scene for the RED CARD. Advise the PSCC of arrival and exact position;

– Confirm with the PSCC whether or not the proper code has been given and advise whether or not the RED CARD is displayed. If an improper code is given and the RED CARD is displayed, assume that a robbery is in progress and direct the PSCC to have the manager come outside to prove otherwise. The name and clothing description of the manager and the exit door to be used should be communicated PRIOR to the manager coming outside.

– Keep in mind that it is possible that the perpetrators have left the scene and may have locked the customers and employees in the vault or other area. Before entering the institution, be certain that the perpetrators have left the scene;

– Take a containment position if it is determined that the perpetrators are still inside the institution;

– If the perpetrators have left the scene, the first officer shall immediately obtain a suspect description, vehicle description, direction of travel, and any other pertinent information and broadcast that information to other responding units. If a tear gas device, dye pack or other marking instrument was used to mark the money, determine detonation time and advise other units immediately.

Supervisors will:

– Implement the Emergency Operations Plan Manual Hostage/Barricade checklist when it is determined that the perpetrators are still inside the facility;

– Consider placing cars at strategic intersections along possible escape routes when a direction of flight is known;

– Initiate a systematic grid-type search as soon as possible and detail the minimum amount of cars to the scene for reports and statements;

– Ensure that additional witness identification, descriptions or other pertinent information is broadcast as soon as possible

D. ORC §4513.21/COM 337.19 requires that Public Safety Vehicles are properly equipped with a siren and such devices used in response to an emergency call or immediate pursuit of an actual or suspected violator of the law.

Public Safety Vehicles, when responding to emergency calls with emergency equipment, are exempt from speed limitations pursuant to ORC §4511.24/COM 333.06.

Public Safety Vehicles, when responding to an emergency call may proceed cautiously past red lights or stop signs with due regard for the safety of all persons using the street or highway, pursuant to ORC §4511.01.

ORC §4511.45/COM 331.24 do not relieve the driver of a public safety vehicle from the duty to drive with due regard for the safety of all persons and property upon the highway.

Safe driving is a matter of personal practice which involves the development of a positive mental attitude toward driving and good daily driving habits. Police vehicle operations are governed by the nature of the call or emergency, traffic conditions, and the duty to drive with due regard for the safety of all persons using the streets or highways.

The siren and/or air horn shall be used simultaneously with the emergency lights when responding to emergency calls. The siren may also be used to signal violators to drive to the right of the road when other means of attracting the violator's attention have failed.

– The operation of a vehicle with emergency lights and sirens requires the right-of-way be granted by other vehicles and pedestrians but does not relieve the operator of the emergency vehicle from the duty to drive with due regard for the safety of all persons using the street or highway.

– Officers shall not respond to emergency calls when they are transporting any non-police personnel, unless that person has signed a Citizens Observation Form.

– Officers **may disregard parking regulations**, which would apply under normal circumstances, especially to protect accident scenes, injured persons, or officers directing traffic when emergency lights are left on. Officers should be careful not to block access to fire hydrants and driveways.

Officers shall use emergency lights to signal other drivers:

- When **responding to an emergency** (in conjunction with siren and headlights);
- When **stopping a traffic violator**;
- When **assisting motorists** parked/stopped in hazardous locations;
- Any time the patrol vehicle is **stopped/parked on the roadway** (unless legally parked);

E. EMERGENCY RESPONSE TO GUNSHOT DETECTION ALERTS

POLICY

The purpose of this policy is to establish guidelines for the use of and response to a gunshot detection and alert system, currently ShotSpotter. As part of the ongoing effort of the Mansfield Division of Police to reduce violent crime, the department utilizes gunshot detection technology. The technology is intended to enhance the ability to effectively respond and investigate violent crime involving illegal gunfire. Through the placement of sensors in designated areas, the location of gunfire can be conveyed and dispatched as a crime in progress. The system is designed to assist with evidence collection as well as aid in the investigation and prosecution of criminal activity.

PROCEDURES

All personnel shall be mindful that gunfire detection technology allows for advance notification of gunfire before any calls for service are received. This technology is capable of providing a specific and reliable location of gunfire even when the incident is not reported or is only heard. The rapid response to potential shooting incidents will increase the ability to apprehend armed suspects, secure witnesses and preserve evidence. Rapid response may also be critical in the preservation of life.

OFFICER and PSCC RESPONSIBILITIES

– All patrol officers equipped with a Mobile Data Terminal (MDT) shall log into the gunshot detection alert system at the beginning of their shift and remain logged on until the end of their shift. When gunfire is detected, MDT users and the PSCC will be alerted simultaneously, within 30 to 60 seconds of the incident.

– An incident will be entered for an emergency response and treated as a serious crime in progress call.

– The PSCC will enter a gunshot detection alert "SSA" incident in CAD based on the closest related address. Whenever possible, dispatchers will relay the location of the incident based on the "dot on the map" (i.e., on the sidewalk in front of the house, in the back yard, north of the fence line, etc.).

– To enhance situational awareness and improve officer safety, officers shall listen to the audio recording of the gunfire prior to arriving on scene.

– Responding units shall ensure that their in-car cameras are activated as they make a safe and tactical approach to the scene, treating the incident as a crime in-progress in the same manner as a holdup alarm or a violent crime. Recordings of the scene shall be marked as "Shots Fired".

– A thorough search for evidence of gunfire shall be conducted. The search shall begin with the coordinates provided by the alert, understanding that the gunfire occurred within an 82' (foot) radius (the amber circle) of those coordinates.

– The search shall also include a search of the scene for projectile strikes, projectiles, casings, and any other relevant evidence. Officers shall be mindful that their in-car camera video footage may contain data pertinent to the investigation.

– Unless it has been determined that the alert was not the result of illegal gunfire, such as fireworks, a General Offense report shall be completed on all alerts from the system. If there is no other crime(s) to report, officers shall title the report "Shots Fired". That report, at a minimum, shall include the following information:

- Suspect information, including identification, if he/she was contacted or arrested.
- Documentation of any evidence located and/or recovered.
- Identity and location of witnesses.
- The gun shot detection system ID number generated by the system shall be documented in the report.

SUPERVISOR RESPONSIBILITIES

– The supervisor shall ensure that officers adhere to the gunshot detection technology response procedures.

– In addition to ensuring that existing reporting requirements are completed, the supervisor shall complete a Chief's Report in the following circumstances:

- It was determined that the alert was not the result of illegal gunfire (e.g. fireworks, etc.).

- An illegal gunfire incident occurred in the detection area but did not generate a gunshot detection alert
- A person was shot or a major arrest was made.

– The Watch Commander shall notify Shotspotter tech support if:

- any gunfire occurs that is in close proximity of the boundary area, that was not detected by Shotspotter so that any data may be captured

- Any gunfire within the boundary area that is NOT detected by Shotspotter

– If the gunfire call came in during hours of darkness, the Watch Commander will notify the PSCC to log a call for follow-up as a "Departmental Errand" to be completed during hours of daylight, typically assigned to 1st Shift patrol.

INVESTIGATOR RESPONSIBILITIES

– Management of a crime scene continues to be dictated by the policy set forth in General Order 42 Criminal Investigations. The Detective Section will be responsible for gunshot detection alert follow-up investigations resulting from any assigned criminal investigation.

– Shell casings, spent rounds, and projectile strikes may be difficult to locate when officers respond to incidents due to a variety of factors (i.e., time of day, weather conditions, property conditions, etc.). Therefore, investigators will repeat a physical search of the area for any physical evidence as noted above, utilizing a metal detector and/or K9 detection as needed or based on severity of the call.

– Investigators following up a case involving a Shotspotter alert shall review the incident via the Investigator portal and utilize all historical data captured that is pertinent to the investigation.

– The acoustic sensors hold audio for a period of 24 hours. Generally, eight seconds of audio is published to the Investigator portal. In situations where, additional audio may be of value to the investigation, detectives shall contact the gunshot detection company as soon as possible. The request must be made within 24 hours of the incident and downloaded from the sensors. Investigators should be specific in their request and limit the timeframe relevant to the investigation. This additional audio received will not be available in the Investigator portal and shall be archived to a CD and/or DVD.

– Audio files may be saved in MP3 format to a CD or DVD. When this is done, the investigator shall review the original MP3 recording. Upon archiving a copy of the MP3 to CD or DVD, the investigator shall review the archived MP3 copy to verify that it transferred accurately and completely. The disc shall be entered into evidence and maintained in the property room. The investigator shall complete a supplement to the General Offense report documenting the acquisition of the audio files and their submission to the property room as evidence.

– A detailed forensic report shall be requested, via the Investigator portal, in all incidents involving the shooting of an individual, including police officer involved shootings where gunfire detection data was captured.

– Requestors not receiving a detailed forensic report within two weeks of requesting the report shall contact the gunshot detection company to follow up on the status of the report completion.

– When receiving a detailed forensic report, the requester shall save the report to CD or DVD and place the disc into the property room as evidence. A supplemental report shall be completed, documenting the request, and the acquisition of the report and subsequent submission of the report to the property room.

CRIME ANALYSIS & REVIEW

When reviewing gunfire related statistical data collected from the gunshot detection and alert system coverage area, the Mansfield Division of Police Crime Analysis Section shall employ practices that accurately measure the performance and effectiveness of the system.

Commanders of special units detailed with investigating and deterring crimes involving gunfire, such as Focus Deterrence, shall implement a practice of periodically reviewing historical data to identify patterns of gunfire activity and, where applicable, develop an appropriate response.

CONFIDENTIALITY

The location of gun detection sensors, as well as the area covered, will not be disclosed to individuals outside the Mansfield Division of Police, except as directed by the Chief of Police or his/her designee.

ShotSpotter Gun-fire Detection System

- 90% of unsuppressed, outdoor gunfire incidents, using standard, commercially
- available rounds greater than .25 caliber, inside the Coverage Area will be
- detected and located within 82’ of the actual gunshot location.

- 90% of gunshot incidents will be reviewed and published in less than 60 seconds

- High Confidence incident is gunfire:

    - Reviewed Gunfire Alert is sent to Customer’s dispatch center, patrol car mobile data terminals (MDT), and officer smartphones (via the ShotSpotter App)
    - Codes: Single Gunshot “SG” or Multiple Gunshots “MG”

- Uncertain if incident is gunfire or not:

    - Reviewed Probable Gunfire (“PG”) Alert sent to Customer’s dispatch center, patrol car MDTs, and officer smartphones

- Low Confidence incident is gunfire:

- No alert will be sent; incident available for Customer review in the incident history available through Insight

41.2.2 MOTOR VEHICLE PURSUITS (LE1)

A motor vehicle pursuit is an active attempt by a law enforcement officer operating an emergency vehicle and utilizing simultaneously and continuously all emergency equipment to apprehend one or more occupants of another moving vehicle, when the driver of a fleeing vehicle is aware of that attempt and is resisting apprehension by maintaining or increasing speed, disobeying traffic laws, ignoring the officer or attempting to elude the officer.

ORC §2935.031 mandates that a law enforcement agency have a policy for the pursuit of motor vehicles.

If a pursuit is conducted the pursuing officer must drive with due regard for the safety of all persons using the streets or highways. In addition, it is the policy of this agency that a public safety vehicle only gains the right-of-way when responding to an emergency, or while in pursuit, when using emergency lights, headlights, and siren.

A. The following circumstances shall be evaluated when making a decision to pursue:

- speed of the pursuit;
- possibility of apprehension;
- actual and predicted route of the pursuit (residential streets, schools, etc.);
- traffic conditions;
- weather conditions, lighting, time of day;
- condition and type of police vehicle;
- known or unknown identification of the vehicle driver;
- availability of other officers, stop sticks, etc.;
- any other circumstance that may affect the safety of the public, the police, or the suspect.

ALL MOTORCYCLE PURSUITS ARE PROHIBITED unless the operator has committed a known serious felony prior to the initiation of the pursuit.

Officers shall not pursue suspects the wrong way on an interstate or other controlled access highway or divided roadway unless specifically authorized by a supervisor.

B. The purpose of a pursuit is the apprehension of a suspect who refuses to voluntarily comply with the law requiring drivers to stop upon command. Vehicle pursuits are justified when:

- The officer knows or has reasonable grounds to believe the suspect presents a clear and immediate threat to the safety of other motorists;

- The offender has committed or is attempting to commit a serious felony (a felony that involves an actual or threatened attack which the officer has reasonable belief that it could result in death or serious bodily injury);
-

The necessity of immediate apprehension outweighs the level of danger created by the pursuit

C. The responsibility for the decision to initiate a pursuit rests with the individual officer. The **initiating officer's responsibilities** are to ensure that the following procedures are followed:

– Notify the communications center immediately upon the pursuit's initiation with the reason for the pursuit, the location, direction of travel, estimated speed, license number and description of suspect vehicle and occupants, traffic conditions and whether or not the identification of the driver or wanted person is known.

– Ensure that all emergency lights, including headlights and siren (in combination) are used during the pursuit;

– Continue to transmit complete and accurate information as received;

– Assume responsibility for coordination of the pursuit until a supervisor takes control. The initiating/primary unit shall be in field command and bears operational responsibility for the pursuit under the control of the supervisor, and is at all times, subordinate to the orders of the supervisor.

– Terminate the pursuit, following termination procedures, if directed to terminate the pursuit by any supervisor, if it becomes unsafe to continue the pursuit, or until the suspect stops.

Tactics:

In order to diminish the likelihood of a pursuit, an officer intending to stop a vehicle should, when practicable, be within a close proximity to the vehicle prior to activating the emergency lights and siren.

There shall be no attempt by officers to pass other field units involved in the pursuit unless the passing officer receives specific permission/direction from the primary unit or supervisor.

All units in a pursuit shall space themselves at a sufficient distance that will ensure proper braking and reaction time in the event the suspect vehicle stops, slows or turns.

Deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches or any other obstacle, boxing in, heading off, ramming, or driving alongside the pursued vehicle while it is in motion is prohibited, **unless there are extraneous circumstances for the immediate preservation of life when no alternatives exists (see 41.2.3A).**

D. The responsibilities of the **secondary or back-up unit** include:

– Providing backup to the primary vehicle if the violator is stopped;
– Assuming the primary role if the primary unit should suffer a mechanical breakdown;
– Assuming radio communications for the primary unit in order to allow the primary unit to devote full attention to the task of driving;
– Maintaining a safe following distance from the primary unit to avoid a crash but remaining close enough to render assistance if needed.

Normally not more than two units will be involved in an active vehicle pursuit but the Field Supervisor or Shift Commander should determine whether or not additional **assisting units** should be used by considering:

– the nature of the offense;
– the number of suspects;
– other factors that would warrant the need for increased assistance.

Assisting units shall:

- avoid intersecting the path of an oncoming high speed vehicle;
- consider possible stop stick locations based on the path of the pursuit;
- notify the pursuing units and the PSCC of their location and actions.

The Shift Commander or Field Supervisor shall coordinate the assisting units.

E. Only **marked police cruisers** are authorized to participate in a motor vehicle pursuit. **Unmarked police vehicles, marked sport utility police vehicles not pursuit rated, and marked police cruisers containing non-police personnel** are not permitted to participate in a vehicle pursuit but may be assigned to be ready to assist in the area of termination.

F. The **responsibilities of the PSCC** include:

- Implementing a tone alert and clearing the radio channel of any unnecessary radio traffic;
- Advising all listening units that a pursuit is in progress;
- Obtaining and broadcasting relevant information, including:
    - The unit/units in pursuit
    - The description of the vehicle being pursued
    - The location of the pursuit
    - The direction of travel and approximate speed
    - The reason for the pursuit and any other pertinent information
- Immediate notification of the Field Supervisor and Shift Commander;
- Notification of surrounding law enforcement agencies of the pursuit;
- Performing relevant record and motor vehicle checks;
- Coordination of assistance under the direction of the supervisor who is directing the pursuit;
- Enforcing radio discipline as necessary.

G. The **responsibilities of the on duty supervisor** are primarily:

- To ensure the pursuit meets the policy guidelines for allowing a motor vehicle pursuit;
- To verify that no more than the necessary units are involved in the pursuit;
- To direct and maintain control of the pursuit until terminated;
- To evaluate methods of identifying the fleeing vehicle/driver;
- To cause implementation of and monitor the tactics used to stop the fleeing violator;
- To coordinate all officers involved;
- To consider all factors for allowing or terminating the pursuit, including:
    - Officer, bystander, citizen, other drivers and violator safety;
    - Speed of the violator and officer;
    - Tactics in use or available to stop the violator;

- Weather and road conditions;
- Traffic conditions;
- Type of area involved (residential, business, etc.);
- Time of day or night and lighting conditions;
- Knowledge, skill ability and experience of the pursuing officer.

– To order the termination of a pursuit if the pursuit, either personally or through the PSCC, if:

– The pursuit does not meet the guidelines specified in this order for allowing a motor vehicle pursuit;

– There is a reasonable belief that the level of risk associated with the pursuit outweighs the necessity for apprehension. If the supervisor develops any doubts concerning the wisdom and propriety of continuing the pursuit then the decision should be made in favor of terminating the pursuit;

– Review the vehicle pursuit with all involved officers and complete the pursuit critique.

THE SHIFT COMMANDER MAY OVER RIDE THE FIELD SUPERVISOR'S DECISION IN FAVOR OF TERMINATING A PURSUIT.

H. Pursuits shall be terminated under any of the following circumstances:

– If, in the opinion of the pursuing officer, the Field Supervisor or the Shift Commander, there is a clear and unreasonable danger to the officer and other users of the highway created by the pursuit that outweighs the necessity for immediate apprehension.

– The identity of the suspect has been established to the point that later apprehension can be accomplished and immediate apprehension is no longer needed.

– The prevailing traffic, roadway or environmental conditions indicate the futility of continued pursuit.

– The pursuing officer fails to provide the necessary information needed by the supervisor to evaluate the pursuit (section B above).

I. The initiating officer or a supervisor will cease or terminate a pursuit any time there is a reasonable belief that the necessity for apprehension does not outweigh the level of risk associated with the pursuit.

ANY DISREGARD OF A DIRECT ORDER TO TERMINATE A PURSUIT WILL BE IN DIRECT VIOLATION OF SECTION 1.18 OF THE DIVISION RULES AND REGULATIONS.

Termination of a pursuit does not prohibit the officer from remaining in the area to reinitiate the pursuit should opportunity and conditions permit. However, the initial **termination of the pursuit** must include the following actions:

- Slow down and resume legal speeds;
- Turn off the siren and emergency lights;
- Notify the PSCC of the termination;
- Change direction.

J. When a **police pursuit is originated by another agency and enters the City of Mansfield**, the originating agency will maintain control of the pursuit through the city. MPD will aid the foreign agency by permitting a limited number of units, normally no more than two, to follow at a safe distance ONLY

with the approval of the Shift Commander or Field Supervisor. All rules for pursuits, as listed in this order, will be followed including the decision to terminate.

Officers may assume the pursuit only upon request of the pursuing agency and with the approval of the Shift Commander or Field Supervisor.

If the suspect is apprehended, the driver may be charged with any violations that occurred within the City of Mansfield.

Mansfield Police officers who **pursue a vehicle into another jurisdiction** will notify the PSCC to request the assistance of the adjoining jurisdiction. The pursuit may continue unless a decision to terminate has been made or the foreign jurisdiction has assumed the pursuit. If the foreign agency requests to assume control, Mansfield officers shall terminate from the pursuit and allow the requesting agency to assume the pursuit.

Mansfield officers will fully cooperate with the officers of the foreign jurisdiction.

K. Shift Commanders shall assemble all officers involved in any pursuit as soon as possible after the termination of the incident to review the actions taken by each unit involved. The **Pursuit Critique** should document factual information describing the pursuit, including the following:

- Date of Occurrence
- Time pursuit started/Time pursuit ended/Elapsed time of pursuit
- Reason for stop
- Location started/route taken/Location ended/Distance covered
- Officer initiating pursuit
- Initiating officer vehicle number, make, model
- ALL other officers participating in the pursuit
- Pursued vehicle make, model
- Pursued vehicle owner name/relationship
- Speeds as posted
- Officer highest speeds
- Suspect highest speed (estimated)
- Weather and street conditions including precipitation
- Lighting conditions
- Traffic conditions (flow, how heavy, etc.)
- Crash (officer and /or suspect, including report number)
- Injuries to officer or suspect (including treatment)
- Suspect Information (name, race, gender, age, DOB, SSN)
- List of all charges filed on suspect
- NIBRS report number
- RTR/A (level and type)
- Narrative describing circumstances of stop and full description of pursuit
- Copies of all related citations, accidents, arrests or NIBRS reports should be attached.

– In addition to the factual information listed above, the critique should also evaluate the pursuit in order to analyze any problems encountered and tactics used, so that suggestions can be made for improvements, corrections, training or policy change. The following information should be evaluated:

- Problems or highlights of the pursuit
- Suggestions for training or equipment
- Policy compliance

L. The Community Services Bureau Commander shall maintain the pursuit critiques by year and will **document annually to the Chief of Police an analysis of all pursuits** including trends, patterns, problems, training needs and any recommended policy modifications.

M. Newly sworn probationary police officers as well as newly hired PSCC Telecommunicators will complete a documented initial training on the Division's pursuit policy within the first 30 days of hiring and/or upon successful completion of an OPOTA certified training academy.

N. The Divisions sworn members and PSCC Telecommunicators will complete a documented annual review of the Division's Pursuit Policy and reporting procedures.

41.2.3 ROADBLOCKS and FORCIBLE STOPPING (LE1)

A. A roadblock is any obstruction in the roadway, natural or manmade, which has the purpose of restricting or stopping vehicular traffic. The ONLY **emergency roadblocks** authorized for the purposes of stopping a pursuit, will be the use of tire deflation devices known as Stop Sticks.

Non-Emergency Stationary Roadblocks

Cruisers may be used temporarily for roadblocks, using all emergency lights on the vehicle, until more permanent warning devices or barricades are put into place, for example, flooding, downed wires, storm damage, etc.

Cruisers may be used as roadblocks at crash scenes, using all emergency lights on the vehicle, and placed in such a manner to be noticed by other traffic. If the roadway is going to be closed for an extended period of time, other traffic barricades should be used.

Cruisers may be used as roadblocks at work areas using all emergency lights on the vehicle, with the cruiser located inside the blocked off work area.

Forcible stopping techniques are generally NOT authorized unless there are extraneous circumstances for the immediate preservation of life when no alternatives exists. These include:

– Intentional ramming-using a police car to strike a violator's vehicle and cause it to stop or crash;

– Moving roadblocks made by using police cars in front, behind and alongside a violator's vehicle to forcibly terminate a pursuit;

– Emergency Stationary Roadblocks made by using stationary objects such as a concrete barrier or cruiser to slow down or direct the violator's vehicle in a pursuit.

– **Tire Deflation Devices** are designed for a controlled release of air from the suspect's vehicle tires, usually within 20 to 30 seconds, in a pursuit situation. The Division authorizes the use of tire deflation devices in locations and situations that will cause a suspect vehicle to slow down and stop in a pursuit situation. When time permits and safety considerations are met, stop sticks are authorized for use by any officer in the Division who has been trained in their use. The Division only authorizes the tire deflation device known as Stop Sticks.

B. Procedures for Stop Stick Implementation:

1. Stop Sticks should be used according to the manufacturer's guidelines and training guide.

2. Stop Sticks will NOT be used on motorcycles or three wheel vehicles.

3. In making a decision to use Stop Sticks, officers and supervisors must consider location, traffic, road surface, weather, pursuit speeds, road construction, pedestrians, type of suspect vehicle, suspect drug or alcohol use, geographical limits and the SAFETY of all involved.

4. The patrol vehicle should be placed alongside the road with all lights operating. The officer should not occupy the vehicle during deployment and must stand far enough away to avoid injury.

5. The officer who deploys Stop Sticks shall notify the PSCC of the location of deployment and shall communicate any changes or updates.

6. Care must be taken to limit other traffic; restrict pedestrians; and allow for officer safety and maneuverability during and after deployment, keeping in mind the fact that suspects can abruptly swerve, stop or otherwise maneuver their vehicle in an unexpected manner while attempting to avoid the Stop Stick.

7. The officer who deploys the Stop Stick must stay with and collect the device after use. Used Stop Sticks will be submitted to the Crime Lab as evidence and the Traffic Section Supervisor notified of their use so that a replacement can be obtained.

C. All patrol officers will receive **training** in the use of tire deflation devices following the manufacturer's training guide and recommendations for deployment, including the completion of a practical application.

D. Supervisors who are directing the pursuit are responsible for:

– Determining possible Stop Stick usage locations and assign an officer to Stop Stick implementation;

– Over riding an officer's decision to use Stop Sticks if the supervisor deems it unsafe;

– Documenting the use of Stop Sticks in the pursuit critique.

E. Any use of the Stop Sticks, whether successful or unsuccessful, will be **documented in the pursuit critique** completed by the Shift Commander, and will include information about who used them, where they were used, details of their implementation and any issues surrounding their use. Stop stick usage will be included in the annual Pursuit Analysis completed by the Bureau Commander.

41.2.4 PROCEDURES FOR NOTIFICATIONS (LE1)

It is the responsibility of the officer responding to an emergency call to make or ensure that the proper notifications are made on that incident to include necessary resources to address the incident such as medical/fire assistance and additional law enforcement support.

"When any person dies as a result of a criminal or other violent means, or by casualty, or by suicide, or suddenly when in apparent health, or in any suspicious or unusual manner, the physician called in attendance, or any member of an ambulance service, emergency squad, or law enforcement agency who

obtains knowledge thereof arising from his duties, shall **immediately notify the office of the coroner** of the known facts concerning the time, place, manner, and circumstances of such death, and any other information which is required pursuant to sections 313.01 to 313.22 of the Ohio Revised Code." (Ohio Revised Code § 313.12)

Emergency notification calls, either from citizens or other law enforcement agencies, will be handled as a call for service. Calls from citizens requesting emergency notifications must be handled on an individual basis and judged on their own merit as to the priority they receive and their validity if there is no confirming independent source available.

– When delivering a death notification in the city, notification will be in person by a uniformed officer, a Chaplain or both. Notification should be made to either an adult family member or close friend of the family. Chaplains may be requested to respond to locations by police officers who feel their services may be beneficial to the parties receiving a notification of death, serious injury or serious illness.

– When a member of the Division of Police needs to have a death notification made to a citizen outside the city limits, the law enforcement agency making the notification should be asked to do so in person. The agency will be asked to confirm that the contact has been made and the agency will be asked to give the name of the Watch Commander and phone number of the police department in case there are questions. No explicit details concerning the death should be given over the telephone.

– Other Law Enforcement agencies requesting a death notification will be asked to send a confirming teletype, if possible. The Mansfield Division of Police will send a confirming teletype message to other Law Enforcement agencies when we request a death notification, if possible.

When an officer encounters a street or highway hazard, a medical emergency, fire, injured person, or any other hazard or incident, they shall **immediately notify the PSCC**. The PSCC in turn will report the condition to the proper department, such as the Fire Department, Street Department, Sign and Signal Department, appropriate Public Utility, etc.

The agency should keep the **news media informed** of police activities, events and crime in the community. (See General Order 54.1.1)

If an emergency situation will affect traffic or community activities, the Bureau Commander or Shift Commander shall contact the PSCC and request they notify area media outlets to inform them of the incident and to suggested alternative routes, detours, accessibility or other pertinent information.

The Shift Commander shall print off a Daily Summary Report of all completed general offense reports from their shift and leave it at the Information Desk for **news media review**.

The Shift Commander shall ensure that **phone notification** is made to the Chief of Police, Deputy Chief, and Bureau Commanders when the following situations occur:

- Deaths including motor vehicle crashes, and suspected homicide;
- Officers injured in the line of duty requiring medical treatment;
- Any other situation that may require immediate Command Staff attention, such as a controversial incident or arrest.
- Any incident that may result in wide spread medial interest where such notification would be in the best interests of the Division of Police.

The Shift Commander shall ensure that a Chief's Report is completed via email before the end of their shift and sent to the Command Staff via email on the above listed incidents and the incidents below:

- serious or violent felony;
- the arrest, civil incident or criminal incident involving an employee of the Division of Police;
- any crash involving a city vehicle;
- any officer injured in the line of duty;
- any other situation that may require Command Staff attention.

41.2. 5 HANDLING MISSING PERSONS (LE1)

A. A complete NIBRS report will be generated on all missing persons. The missing person report will include as much of the following information as possible, which can be integrated into the computer system and relates to the physical or mental description of the missing person, including:

- Full name, nickname, last known address, any alternate addresses;
- Physical description including height, weight, skin color, eye and hair color;
- Description of clothing last worn including jewelry and eye glasses or contact lenses;
- Scars, marks, tattoos or other distinguishing characteristics;
- Physical health or ailments, injuries, physical or mental handicaps, medical conditions or needs;
- Complete vehicle description;
- Names and addresses of parents, relatives, or friends;
- Social security number, OL number, DOB, place of birth;
- Fingerprints, dental records, photographs;
- Credit card numbers and/or bank account numbers;
- Abnormalities in daily routines, problems, or other pertinent information;
- Circumstances surrounding the absence; suspected foul play or previous unexplained absences;
- Notes or other evidence surrounding the absence;
- Employment name, address and information.

Recent photographs, if available, should be attached to the report.

The officer taking the complaint of a missing person will take prompt action to locate or follow-up on any leads as to where the person might be, including conducting a search of the immediate area.

The officer shall notify the complainant that the missing person will be entered into NCIC.

B. The officer taking the report shall take immediate steps to locate the missing person. No specified period of time, following the discovery or belief that a person is or could be missing, is required. The Shift Commander should be notified of the complaint.

The Shift Commander is responsible for ensuring that a NIBRS report with all available information is prepared and submitted, including the photograph and entry into the MDT system and LEADS/NCIC when appropriate, prior to the end of the shift. If the missing person is a child the missing child shall be entered into LEADS/NCIC within 2 hours of the receipt of the call. The Shift Commander shall ensure that the initial follow-up and notification of other law enforcement agencies within the county has been made.

Information concerning the missing person will be broadcast to all MPD units on shift and disseminated to law enforcement agencies which could have contact with the missing person.

Information regarding any missing adult or child may be disseminated to the news media at any time by the Public Information Officer, if so designated or the Shift Commander, as circumstances warrant, to assist in locating the individual.

The information in any missing person or child report shall be made available, upon request, to law enforcement personnel of this state, other states, and the federal government when such request is to aid in identifying or locating a missing adult or child, or the possible identification of a deceased minor who, upon discovery, cannot be identified.

C. The reporting officer is responsible for making a copy of the missing person report and ensuring that the PSCC enter the information into NCIC pursuant to LEADS procedures. This should be done as soon as possible and no later than the end of the shift. If the missing person is a child entry into LEADS/NCIC shall be completed within two hours of receipt of the call.

Upon entering a minor into LEADS/NCIC, as required by law, the officer will contact the parents or person responsible for the juvenile and notify them of the entry, and shall document said parental notification on the NIBRS report. If the parents or the person responsible for the minor are unable to be contacted during the shift the minor was reported missing, a copy of the NIBRS report shall be passed to the oncoming shift who will attempt to make notification, and document any attempts or completed notification on a Supplemental report.

Upon receiving a call reporting the return of a missing person, the PSCC will dispatch an officer to verify the call and upon confirmation, remove the information of the missing person from LEADS/NCIC.

Officers may note the circumstances of the return of the missing person on their original NIBRS report if the return takes place before the end of their shift. Officers sent to confirm the return of a missing person will complete a NIBRS report if the return takes place after the shift of the original report.

D. If parental kidnapping is suspected, the Child Support Enforcement Agency can be contacted to use the Ohio Parent Locator Service. A copy of the NIBRS report and other documentation will be required for their assistance.

The Emergency Operations Plan checklist for missing persons may be used to initiate a search for the missing person or child, particularly for at-risk persons such as very young children or the mentally challenged. If the individual is elderly and meets the established criteria, personnel shall initiate and complete all required procedures to issue a Silver Alert.

E. If parental kidnapping is suspected, the Child Support Enforcement Agency can be contacted to use the Ohio Parent Locator Service. A copy of the NIBRS report and other documentation will be required for their assistance.

The Emergency Operations Plan checklist for missing persons may be used to initiate a search for the missing person or child, particularly for at-risk persons such as very young children or the mentally challenged.

F. All missing person reports shall be marked by the reporting officer for follow-up by the Detective Section. All Missing Juvenile reports, even those who have returned, shall be marked for follow up by the Juvenile Unit. The Juvenile Unit supervisor will complete a Missing Juvenile Weekly Status Report and submit it to the PSCC for LEAD/NCIC updating.

When a missing person or child has not been located within thirty days, the investigator shall request a copy of dental records, or shall request written consent from the parents/legal guardian of a missing child directing the child's dentist to provide the missing child's dental records. The information shall be given to the PSCC for integration into LEADS/NCIC. It should be noted that the ORC does not prohibit the entry of this information at any time.

G. If the missing person is an endangered elderly adult or an adult with mental retardation or developmentally disabled, additional notifications to a case manager or involved social service agency such as Richland Newhope, Adult Protective Services or The Center, may be required.

H. When a missing person has been located, the appropriate Mansfield Division of Police personnel shall verify the identity of the recovered individual, promptly remove all information from NCIC/LEADS, cancel all activated alerts, and complete any reports required by the Mansfield Division of Police. If the individual is located deceased, the MPD shall coordinate the notification of the next of kin before removing the entry from NCIC/LEADS and before canceling any activated alerts.
A master log of all missing persons will be maintained by the Detective Section and reported on the monthly and annual reports.

41.2. 6 HANDLING MISSING JUVENILES (LE1)

A. **Missing Child Policy**

(1) "Missing children" or "missing child" means either of the following:

(a) A minor who has run away from or who otherwise is missing from the home of, or the care, custody, and control of, the minor's parents, parent who is the residential parent and legal custodian, guardian, legal custodian, or other person having responsibility for the care of the minor (e.g., Schools, Daycares).

(b) A minor who is missing and about whom there is reason to believe the minor could be the victim of a Kidnapping, Abduction, Unlawful Restraint or Interference with Custody.

An "other person having responsibility for the care of the minor" is a legal, child protective, or social services term defining any individual—outside of the legal parents—who assumes responsibility for a child's safety, health, and welfare, either permanently, temporarily, or informally.

Who is Included?

This designation typically includes, but is not limited to:

- Relative Caregivers: Grandparents, aunts, uncles, siblings, or other extended family members caring for a child.

- Non-Relative Caregivers: Neighbors, family friends, or paramours (an intimate partner of a parent) who are looking after the child.

- Temporary Caregivers: Babysitters, coaches, teachers, counselors, or religious leaders.

- Out-of-Home Care Staff: Employees, volunteers, or operators of foster homes, daycares, residential facilities, or child-care institutions.

- Persons in Loco Parentis: Someone who, while not the legal parent, has intentionally taken on the status and responsibility of a parent.

If the Child or Children fall under the above listed definitions whether they live outside the city limits or inside the city a Missing Juvenile Report needs to be done.

B. The reporting officer that is notified of a missing juvenile shall **notify his/her supervisor** as soon as practical. In the event of an abduction, possible abduction, or immediate danger to the missing child, the Watch Commander shall be immediately notified and will ensure the following persons are immediately contacted: Bureau Commanders, A/Chief and Chief of Police.

C. If a missing person report is for any child under the age of 18, the reporting officer shall **gather readily available information** about the missing child (missing person report and photograph) and provide it to the PSCC who will enter the information into LEADS/NCIC immediately following the making of the report. Entry into LEADS/NCIC will be completed within two hours of receipt of the call. In addition, the communications section will ensure that a local notification is sent via teletype to area agencies.

– This agency shall make reasonable efforts to acquire additional information about the missing child following the transmittal of the initially available information, and promptly integrate any additional information acquired into additional notifications.

– Whenever this agency enters information about a missing child into LEADS/NCIC, the law enforcement agency promptly shall notify the missing child's parents, parent who is the residential parent and legal custodian, guardian, or legal custodian, or any other person responsible for the care of the missing child, that it has so entered the information.

All procedures outlined in 41.2.5 shall be followed in cases of Missing Children

D. **A Child is Missing (ACIM) and AMBER Alert.**

A Child is Missing (ACIM) is a rapid response targeted computer generated phone message neighborhood notification program. ACIM may be used in the following situations:

- Wander off children (2 to 5 years);
- Elderly people or patients with dementia who walk away;
- Habitual runaways where foul play is suspected;
- First time runaways with or without foul play;
- Child abductions from home or other areas (also check to see if case meats Amber Alert criteria);
- Mentally or physically challenged persons;
- Other emergency notifications, such as mass evacuations.

The Shift Commander must clear any decisions to use ACIM with the Bureau Commander whenever possible. The Shift Commander must initiate a call to the A Child Is Missing operations center at 1-888-875-2246 or pager 1-954-492-4778. The call can be made from the scene. ACIM requires a constant contact via cell phone and immediate update if the situation changes or the person is located. The information needed by the ACIM technician, in order to prepare the message, can be found on the ACIM forms in the Forms File.

A target area is chosen based on where the person was last seen. The ACIM technician selects a calling area based on mapping and officer provided information. The technician records a message and activates the system. Additional messages can be sent to expanded target areas as the need dictates.

Residents with sighting information should be instructed to call the PSCC, who may be flooded with calls or information. The Shift Commander must advise the PSCC about what information can be released to the public. As in any investigation, certain significant details or descriptors may be withheld in order to verify the accuracy of caller information. For example, a child wearing yellow pajamas with sponge figures may be described as wearing yellow pajamas. The sponge figure detail may be withheld by Law Enforcement and PSCC personnel to use for further questioning of a caller, in order to weed out false information and prank callers.

Contact must be maintained with ACIM, including a follow-up report made by the reporting officer or case investigator.

ACIM can be used in conjunction with the North Central Ohio Amber Alert System providing all criteria for activating NCOAA have been met.

North Central Ohio Amber Alert System (NCOAA)

The North Central Ohio Amber Alert (NCOAA) system is a limited-use special news bulletin issued by participating North Central Ohio police agencies to participating news media radio and television outlets. The NCOAA is used in cases of verifiable stranger abductions of children or of any child found missing under circumstances suggesting foul play or an abduction that is supported by credible eyewitness information.

All five of the following criteria MUST be met to activate an AMBER alert:

1. The law enforcement agency believes that the child has been abducted (unwillingly taken from their environment without permission from the child's parent or legal guardian);

2. The law enforcement agency believes that the abducted child is in imminent danger of serious bodily harm or death;

3. A preliminary investigation has taken place that verified the abduction or eliminated alternative explanations;

4. The child is 17 years of age or younger; AND

5. There is a likelihood that someone provided with a description of the abductor, the child, or the vehicle involved may observe and report the whereabouts of this person to the police.

The following factors SHOULD be evaluated when considering whether or not an NCOAA should be implemented:

1. The age, health and condition of the child;

2. The time, place and manner of the abduction or circumstances related to the child's disappearance including the timeliness of reporting the child missing;

3. The reliability of eyewitness accounts of what happened including information describing the child victim, the perpetrator, vehicle, license plate number and/or location description;

4. The danger presented to the child including a review of any convincing circumstantial evidence of foul play;

5. The determination of credible evidence that the use of the AMBER alert may enhance the recovery of the missing child.

If a situation develops where an AMBER alert may be needed, the Shift Commander will immediately review all available information to determine whether or not the situation meets the AMBER alert criteria, using the decision matrix found in the Forms File. The Shift Commander is authorized to activate the AMBER alert system after consulting with the Bureau Commander whenever possible.

Once authorization is given to activate the AMBER alert:

1. Complete the NCOAA Activation Sheet and Media Alert and fax both to the Clearing Center located at the Crawford County Sheriff's Office (419-562-2724). Follow the fax with a phone call to the Clearing Center to provide any additional information or verification (419-562-7906).

2. The Clearing Center will send the reports to the appropriate Emergency Alert Station (EAS) and the EAS will transmit the AMBER Alert for approximately two hours. The Shift Commander will update the Clearing Center on any recoveries, developments or NCOAA cancellations. Upon confirmation of the recovery of the child, the Shift Commander shall immediately fax the termination notice to the Clearing Center, who will than notify the media.

3. The officer taking the report of the missing child which qualifies for an AMBER alert shall immediately contact the PSCC who can activate the state AMBER alert system as they make their LEADS/NCIC entry. The officer must ensure that the AMBER alert has been approved by the Shift Commander.

4. All completed forms and faxes will be forwarded to the Records Section for attachment to the original NIBRS report.

E. Responsibilities and Roles in Missing Juvenile cases

When receiving a call regarding a missing juvenile, the **PSCC call taker** will try to obtain the following information from the caller:

- A complete description of the missing juvenile including name, a physical description, and a description of clothing;
- How long the juvenile has been missing;
- The age of the juvenile;
- The circumstances surrounding the juvenile's disappearance;
- The location from which the juvenile is missing.

Officers responding to a call about a missing juvenile will, at a minimum, perform the following actions:

- Immediately attempt to make contact with the parent, guardian or caller reporting the missing juvenile;

- Obtain a picture and verification of the physical and clothing description of the juvenile;

- Try to obtain, if appropriate, names of any associates of the juvenile that may have knowledge of his/her whereabouts;

– Try to ascertain information regarding locations that the juvenile frequents;

– Especially for a young juvenile, the officer should initiate a search of the immediate area, including the location from where the juvenile is missing, regardless if the area has already been searched;

– Complete a missing person's report and forward to the PSCC so that area agencies can be notified and information can be entered into LEADS/N.C.I.C. (within two hours of receipt of the call) ;

– For younger missing juveniles officers may initiate a wider search of the area enlisting other resources including canines, mutual aid and aircraft, if necessary;

– Contact known associates of the missing juvenile and check areas that the juvenile has been known to frequent.

The **Shift Commander** is responsible for coordinating agency efforts in locating missing juveniles under the following circumstances:

– When juvenile under the age of 10 is reported missing;
– When a juvenile who is mentally or physically disabled is reported missing;
– When a suspected abduction is reported;
– If there is reason to believe that the missing juvenile is in immediate danger.

The Shift Commander will be responsible for activating The Child Is Missing system or the Amber Alert, if the case meets the proper criteria.

The Shift Commander is responsible for notifying the Detective Section to ensure immediate investigation of abduction.

The Shift Commander shall ensure that a missing poster is created and sent to other pertinent agency personnel, to area law enforcement or social services agency or to other City departments, as appropriate. This protocol shall be performed only after the missing juvenile's information has been entered into NCIC and local notification is sent via teletype to area agencies.

Detectives who are assigned the investigation of a missing juvenile will:

– Initiate a follow-up contact with the family, guardian or reporting party of the missing juvenile to determine whether or not additional information is available and whether or not the juvenile has returned or been heard from;

– Follow-up information on associates and possible whereabouts;

– If the missing person has not returned or otherwise been located within thirty days, the investigating officer shall inform the family of the missing person that they may request a DNA sample of an immediate relative (mother, father, son, daughter) be forwarded to Ohio Bureau of Criminal Identification and Investigation for comparison/identification purposes.

– No later than fifteen days following this request from the family, the agency shall notify Ohio BCI&I LINK Unit, which shall provide a kit to the agency to be forwarded to the family. (The kit is to contain instructions on completing the test and forwarding the sample to Ohio BCI&I.)

– The investigating officer shall also request dental records from the family, which will then be forwarded with the DNA sample.

F. If the missing person is believed to be in the immediate vicinity or a lead is received about the whereabouts of the missing person, the agency will **initiate a search**, utilizing available resources and mutual aid resources, including Canine teams, aircraft surveillance, and other measures.

The agency will **conduct follow-up investigations** to confirm the veracity of information contained in the report, to identify leads to help locate the missing person, and to clarify the circumstances surrounding the person's disappearance.

Periodic contact shall be made with the reporting person to ensure that up to date information is on file with this agency and to ensure that the reporting person is kept up to date on developments or leads with the case.

When a missing juvenile is located an officer shall be dispatched to the location where the juvenile is to be found to verify that he/she has returned or been located. Additionally, the officer should attempt to determine where and with whom the juvenile had been and who he/she had been with.

Once confirmation has been made that the juvenile has been located the officer will notify the communications center to ensure that related information is removed from LEADS/N.C.I.C.

41.2. 7 RESPONDING TO PERSONS WITH MENTAL HEALTH ISSUES (LE1)

A. Mental Illness is defined as any of various conditions that impair an individual's cognitive, emotional or behavioral functioning and caused by social, psychological, biochemical, genetic or other factors such as infection or trauma.

The Ohio Revised Code defines mental illness as meaning a substantial disorder of thought, mood, perception, orientation or memory that grossly impairs judgment, behavior, and capacity to recognize reality or the ability to meet the ordinary demands of life. (ORC §5122.01 (A). The Ohio Revised Code further states that a mentally ill person subject to hospitalization by court order means a mentally ill person who, because of his illness:

– Represents a substantial risk of physical harm to himself as manifested by evidence of threats of, or attempts at, suicide or serious self-inflicted bodily harm;

– Represents a substantial risk of physical harm to others as manifested by evidence of recent homicidal or other violent behavior, evidence of recent threats that place another in reasonable fear of violent behavior and serious physical harm, or other evidence of present dangerousness;

– Represents a substantial and immediate risk of serious physical impairment or injury to himself as manifested by evidence that he is unable to provide for and is not providing for his basic physical needs because of his mental illness and that appropriate provision for such needs cannot be made immediately available in the community;

– Would benefit from treatment in a hospital for mental illness and is in need of such treatment as manifested by evidence of behavior that creates a grave and imminent risk to substantial rights of himself and others. (ORC §5122.01 (B))

In **recognizing mental health,** symptoms may include but are not limited to: memory loss, delusions, depression, hallucinations, confusion, hyperactivity, incoherence and paranoia. These symptoms may vary by degree in individuals according to type or severity. Symptoms may also include anti-social behavior, suicide threats or attempts, violent behavior, delusions of persecution, delusions of grandeur and other deviations from what would be considered normal or expected behavior.

Officers are not expected nor will they diagnose mental illness but merely provide the appropriate response to their contact with the subject. Recognizing symptoms will assist the officer in deciding the appropriate response, which may call for the intervention of mental health professionals at a treatment facility.

Some people may control their mental illness symptoms with medication. Others may fail to access mental health services, may not recognize the need for assistance, or may not take prescribed medications, which may result in psychiatric difficulties.

B. When handling persons suspected of mental illness, members of this agency will be guided by the following **procedures**:

– The PSCC, when dispatching a call of an alleged mentally ill person, shall whenever possible, make an effort to use their training and skills in communicating and handling the mentally ill subject. CIT Officers may volunteer or be dispatched to respond to mental illness calls even if they are not dispatched originally.

– An officer may take a person into custody and immediately transport him to the OHIO HEALTH emergency room if the officer has reason to believe that the person is mentally ill AND subject to hospitalization by court order OR presents a substantial risk of physical harm to himself or others. The arresting officer shall inform the subject and provide him with a written statement as to his rights in accordance with ORC §5122.05.

– If the person is chargeable with a crime, the officer shall incarcerate the subject at the Richland County Jail, or remove the subject to OHIO HEALTH Hospital Emergency Room under the provisions of the ORC §5122.10, "Emergency Hospitalization." The officer must have reason to believe that the person is a mentally ill person subject to hospitalization by court order under §5122.01 (B) and presents a substantial risk of physical harm to himself or others if allowed to remain at liberty pending examination.

– Upon arrival at the hospital, if the person is being treated under the provisions of the ORC §5122.10, "Emergency Hospitalization" then:

– At the time the mentally ill subject is delivered to the hospital, the officer having custody of the subject shall provide to the hospital a statement of circumstances under which the subject was taken into custody, whether the subject has been or will be charged with a crime, and the reasons for the officer's belief as to the mental illness of the subject. Said statement will be made on the "Emergency Committal Form" and suitable for attachment to the affidavit provided for under the ORC §5122.11, if such affidavit is subsequently filed with the Probate Court.

– The Application for Emergency Admission form will be used for the officer's statement as to why the alleged mentally ill person was taken into custody. Upon filling in all applicable sections the officer is to make a copy at the hospital prior to signing and complete the signature on both the original and photocopy. The original shall be attached to the NIBRS report and the photocopy containing an original signature, at the hospital.

– If the officer transporting the subject to the hospital has or intends to have criminal charges pending against the subject, the hospital is to be advised of that fact so that they can contact the PSCC prior to the release of the subject from the hospital.

– If no criminal offenses have been committed, the officer shall complete the Application for Emergency Admission and leave the person at OHIO HEALTH Emergency Room. If the subject is refused admittance the person shall be released.

– As required by Ohio law, mentally ill individuals will be taken into custody in the least conspicuous manner possible. (ORC §5122.01)

– Police authority to take mentally ill individuals into custody for hospitalization arises in only two instances:

– An officer may take into custody an individual who is exhibiting behaviors of mental illness as defined in ORC §5122.01, in the presence of the officer;

– An officer may take into custody an individual pursuant to a court order.

– Officers are WITHOUT authority to take an individual into custody for mental illness hospitalization for the following:

– Upon request of a medical doctor, psychiatrist or social service agency who has not obtained a court order;

– When requested by OHIO HEALTH Hospital to apprehend a patient who has walked away, unless the patient was committed to the facility under court order.

– If a medical doctor or psychiatrist has obtained a court order for the taking into custody of an alleged mentally ill person, the officer should obtain a copy of the order from the doctor or psychiatrist prior to taking the individual into custody.

– If an individual, while under a court order, walks away from a psychiatric facility, the officer should require the facility to provide a copy of the court order prior to taking the individual into custody for purposes of returning them to the facility.

C. Guidelines

– Officers dealing with mentally ill persons shall be aware of the various options in resolving conflicts and situations. Officers have access to treatment facilities such as OHIO HEALTH Hospital, private and public health care providers, The Center for Individual and Family Services, Richland County Jobs and Family Services, NAMI and other professionals that handle the mentally ill.

– Arrest is not always the best option since mental illness is not a crime, but arrest may be necessary. Alternatives to arrest should be considered, including both voluntary and involuntary commitments.

– Officers who have contact with mentally ill people should attempt to use the available alternatives in order to achieve the best care for the subject. Alternatives may include listening and helping the mentally ill person with their immediate problem; referral to a social service or treatment facility; or transportation to a treatment facility.

– People who are suffering from mental illness should be transported to an appropriate treatment facility by public or private medical transport or the police. If the police are to transport, the subject must be searched and secured in accordance with prisoner transportation guidelines.

– Interviews or interrogations with subjects suffering from mental illness may not be admissible in court and may not be reliable, depending on the mental state of the person at the time.

– CIT Officers who are handling mentally ill persons should attempt to use problem solving methods outside of normal police practice, based on their CIT training and resources.

– When a person suspected of mental illness is arrested and incarcerated, officers should verbally advise jail personnel during book-in and document any mental health concerns on associated reports.

– When a person suspected of mental illness is arrested for a non-violent misdemeanor, officers may summons the suspect and transport the suspect to OHIO HEALTH for evaluation.

D. Every entry level officer receives training in handling the mentally ill during their OPOTA certified police academy. In addition, patrol officers will participate in the Crisis Intervention Team (CIT) Training Program, sponsored by the National Alliance for the Mentally Ill (NAMI), which builds upon training received by each officer during their basic police academy. Civilian employees, who interact with the public on a daily basis, will complete an entry level training on how to handle mentally ill persons within 60 days of their hire date. This is to include all PSCC Dispatchers, Police Aides, Parking Control Officers, and Records Clerks.

E. **Refresher training** for agency personnel regarding handling the mentally ill will be held ANNUALLY.

41.3 EQUIPMENT

41.3.1 MARKED PATROL VEHICLES

Vehicles used by the Mansfield Division of Police for routine or general patrol service will be conspicuously marked to include the agency's name and the cruiser number, with some of the markings made from reflective materials. Each marked vehicle used in the Community Services Bureau for routine patrol service will be equipped with:

– Mobile radio with multiple channels, a public address system, and a siren warning system with multiple sounds.

– Overhead light bar with red and blue lights including clear take down lights, rear amber flashing lights, and clear side alley lights.

– Some cruisers will have exterior spotlights, a prisoner barrier, a rear hard molded seat, an MDT computer, a video camera system, a radar unit and a stinger or mag light flashlight charger.

41.3.2 PATROL VEHICLE EQUIPMENT (LE1)

Each patrol car will be equipped with equipment needed to handle emergencies and preliminary investigations effectively and should be stocked with the following supplies:

– A first aid kit with supplies;
– Disposable blanket;
– Police red and yellow CAUTION/crime scene tape;
– Anti-microbial gel;
– Bio-Hazard Kit;

- Crime scene processing supplies;
- ABC fire extinguisher or equivalent;
- Highway flares;
- Pry axe extrication device;
- Reflective Vest;
- Seatbelt cutter;
- Orange traffic cones;
- Surgical gloves;
- Spit sock;
- Measuring tape and/or measuring wheel.

If any item is missing or used up during the shift it should be noted on the back of the cruiser check out sheet for replacement. The Traffic Section supervisor will be responsible for ensuring that the required cruiser supplies are restocked on a regular basis by Motor Maintenance.

41.3.3 USE OF OCCUPANT SAFETY RESTRAINTS

Seat belts shall be used by operators and front seat passengers in all agency vehicles. Rear seat passengers are encouraged to use occupant restraining devices, but circumstances may preclude the use of seat belts in the rear seat, e.g. certain prisoner situations.

41.3.4 PERSONAL EQUIPMENT AND APPAREL

The Uniform and Appearance Manual will describe specifications for personal equipment and apparel worn by members of this agency, including both items that are furnished by the department as well as items that are not issued by the department. The Uniform Manual shall be referenced by officers prior to purchasing uniform items to ensure that members are purchasing items which meet the proper specifications for uniform wear.

– All uniforms will be worn complete as prescribed for the season and will not be worn with any civilian, non-uniform, or unauthorized items of clothing.

– Accountability for ensuring compliance with uniform standards rests initially with the on-duty supervisor.

41.3.5 BODY ARMOR (LE1)

Body armor is provided to full-time officers as a part of their initial uniform issue and will be replaced per contractual agreement. Officer safety is of paramount importance and body armor shall be worn by all personnel assigned to uniform patrol duties. It is responsibility of each individual officer to maintain care of their issued body armor once it is issued.

41.3.6 HIGH RISK OPERATIONS (LE1)

Non-uniform personnel could be exposed to situations that require arrest at any given time without notice. Personnel working in non-uniformed capacities are encouraged to wear body armor when actively working an investigation. All non-uniformed personnel are required to wear body armor when engaged in any high risk operation, such as the execution of a high risk search warrant or raid.

If body armor is not worn, it shall be placed in the unmarked car so that it is available to the officer.

41.3.7 COMPUTERIZED MOBILE DATA TERMINALS

A. Officers may use the National, State and Local databases once they are properly trained and LEADS and/or OHLEG certified. They will only use the databases in accordance with LEADS and OHLEG policies. Officers are required to maintain their LEADS and OHLEG certification via periodic update tests and LEADS newsletters and/or periodic OHLEG policy updates and training.

B. Mobile Data Terminal Uses

The **mobile data terminals (MDT)** shall be logged into the Mansfield Ilincs or other designated systems at the beginning of an officer's patrol shift before leaving the compound and remain on at all times that the cruiser is in service.

During routine patrol, common sense and safe driving practices should dictate the use of the MDT while the vehicle is in motion; the operator shall focus his/her attention on safe operation of the vehicle.

Officers are encouraged to use the MDT to conduct routine vehicle and persons checks in order to relieve dispatcher work load, reduce voice radio traffic, and enhance field investigations.

Use of National, State, and Local computer databases

Information contained in the national, state, and local databases (such as: LEADS, OHLEG, etc.) are not in the public domain and are made available for law enforcement purposes only. Information received from national, state, or local databases SHALL NOT BE CONSIDERED PROBABLE CAUSE FOR ARREST UNTIL PROPERLY VERIFIED FOR ACCURACY AND CONFIRMED BY TELETYPE WITH THE ORIGINATING AGENCY. All arrest confirmations shall be performed by the Communications Center, which will verify by LEADS teletype. MDT operators are NOT permitted to independently confirm hits with other agencies.

– Officers may use the National, State and Local databases once they are properly trained and certified on those systems (EX: LEADS and OHLEG). They will only use the databases in accordance with LEADS and OHLEG policy. Officers are required to maintain their LEADS certification via periodic update tests and LEADS newsletters. The Division will complete an annual refresher training for certified OHLEG users. OHLEG users are subject to the below OHLEG policy in addition to the current OHLEG Rules and Regulations Policy Manual from the Ohio Attorney General's Office.

Divisional OHLEG Policy for all MDT's and Agency Computers/Laptops

The following agency rules apply to the use of OHLEG by any Mansfield Division of Police member or authorized OHLEG User.

The Ohio Attorney General's Office grants agencies and individuals the access to and use of OHLEG exclusively for criminal justice purposes. By virtue of user agreements, the Mansfield Division of Police and its Users (Division Officers and other approved staff) agree to the strict adherence to OHLEG security policies. Individual non-compliance with OHLEG security policies can result in loss of OHLEG access not only for the individual but also potentially for the entire agency. In order to ensure compliance with OHLEG rules and proper usage the Mansfield Division of Police has created this OHLEG use policy. This OHLEG policy is meant to supplement the existing OHLEG security policies. If there is any

question of conflict with the OHLEG rules, the most restrictive interpretation of the OHLEG rules should be applied.

OHLEG use is governed by provisions of the Ohio Revised Code and by the OHLEG security policies (Ohio Rev. Code §§109.57 and 2913.04). Any violations of these rules or misuse or abuse of OHLEG privileges by any member of the Mansfield Division of Police will be considered a serious violation of agency policy and result in disciplinary action up to and including termination of employment. In addition, violations of the Ohio Revised Code will be referred to the appropriate county prosecutor for criminal prosecution.

In order for any employee at the Mansfield Division of Police to obtain OHLEG access, the individual must first watch the OHLEG Security Training Video and then submit a request for OHLEG access in writing to his or her supervisor. The supervisor—or an existing OHLEG user—will then fill out an OHLEG application for the individual through the OHLEG Online Account Application process. The applicant will then be required to personally enter his or her name, social security number, and date of birth. The application will then go to the Agency Approver, who will ensure the individual has watched the OHLEG Security Training Video 35 and signed the OHLEG Agency/User Agreement, select which attributes the individual should have access to, and send the application to the BCI/OHLEG Support Center. Once the individual's application is approved, he or she will be able to access OHLEG.
A copy of the OHLEG security policies will be made available to all approved users and can be accessed through a web link to OHLEG from the Division's CopNet site. OHLEG users will be held responsible for understanding the contents of the OHLEG security policies, as well as for applying these rules in their use of OHLEG. Agency users will be required to sign a statement indicating they have read and understand the OHLEG security policies before being granted OHLEG access.

OHLEG user authorizations are granted to individual agency members for their exclusive use. All OHLEG transactions are monitored by BCI and subject to audit procedures to verify proper usage and detect violations. Agency members are prohibited from:

1) Allowing any unauthorized person to access OHLEG;
2) Sharing or giving their sign-on credentials to any other person;
3) Leaving their sign-on credentials unprotected in such a way that another person might obtain them; and
4) Leaving a computer which has open access to OHLEG unattended and available to unauthorized personnel.

The use of OHLEG is strictly limited to criminal justice purposes. Agency members will be granted access to specific OHLEG attributes based on the particular needs of their job assignment.

Use of OHLEG for anything other than a criminal justice purpose is strictly forbidden. An OHLEG user is not permitted to use an attribute for which he or she has not been given access. Criminal Justice Information (CJI) obtained through OHLEG is also protected and is not to be shared with any unauthorized person.

The agency's OHLEG Agency Coordinator (OAC) is responsible for assisting the Chief of Police with overseeing compliance with OHLEG security policies.

OHLEG access is not permitted outside of any working hours unless specifically authorized by the OAC or the Chief of Police.

OHLEG access is not permitted from outside non-agency computers unless specifically authorized by the OAC or Chief of Police.

Anyone becoming aware of an agency member using OHLEG in violation of agency or OHLEG security policies, or in a manner inconsistent with state or federal law, shall report said violation to a supervisor as soon as possible.

If an agency member becomes aware of themselves having committed an OHLEG violation, they are to self-report the violation to their supervisor and the OAC so the violation can be documented. The circumstances that gave rise to the violation can then be examined to determine if there is a need for additional training. Self-reporting a violation does not relieve the user from responsibility for committing the violation.

All OHLEG violations will be reported to the BCI/OHLEG Support Center by either the Chief of Police or OAC.

Any OHLEG violations that rise to the level of a criminal offense will be investigated by the agency, BCI, and/or such outside agencies as deemed appropriate. The results of said investigation will be referred to the county prosecutor for consideration of criminal charges. Violations of the OHLEG restrictions in the Ohio Revised Code are a fifth-degree felony.

MDT Messaging Function

The MDT messaging function may be used with other city, county, or regional MDT units on the network. All messages are permanently recorded and may be considered public records. The following guidelines apply to all MDT messages:

– Remarks damaging to the reputation or image of the Division of Police, any of its personnel or to any department or division of the City of Mansfield or its personnel are prohibited.

– Derogatory remarks regarding any race, sex, ethnic or religious group are prohibited.
– Remarks containing vulgar, degrading or unprofessional comments are prohibited.

– Transmission constraints dictate that message size be kept to a minimum. The use of abbreviated text is encouraged.

Internet Access

Mobile Data Terminals and their contents are the property of this agency and intended for use in conducting official business.

– accessing or transmitting materials (other than that required for police business) which involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage any person, group, or classification of individuals is prohibited.

MDT Security

Personnel should use caution to ensure that the public does not view any confidential information displayed on the MDT screen. Vehicles equipped with MDTs shall be locked when not in operation or occupied by an authorized user.

– All message activity sent via the MDTs is recorded and maintained at the designated switch.

– Passwords for access to the MDTs are automatically prompted to change or expire at designated times. If a password is compromised it should be reported immediately and reset by an MDT Administrator.

– Assigned user names and passwords shall not be shared with any other person.

Miscellaneous Functions and Repair Issues

Any other functions and capabilities of the MDTs not specifically addressed by this order will only be used for law enforcement purposes and will only be used to assist the officer in more effective and efficient operations.

– MDT malfunctions including repair issues and the loss of the LEADS interface or connectivity should be immediately reported to the patrol supervisor and the Traffic Section supervisor (email after hours).

C. The Information Technology department shall determine the configuration of all computer hardware, software, and peripheral devices, such as drives, air cards, scanners, printers, etc.

D. Unless specifically authorized by the Information Technology Division or the Chief of Police or his/her designee, **personnel are prohibited from the following on any Division owned computer, Mobile Data Terminal, or hand-held device:**

- modifying the hardware;
- adding, deleting, duplicating or modifying software, such as screen savers, games, etc.;
- connecting or using unauthorized peripheral devices, such as a thumb drive;
- all copyright and licensing restrictions of all software applications shall be observed and there shall be no software copied from internal or external sources unless authorized.
- Users are reminded that they do not maintain any right to privacy in IT equipment or its contents, to include personally owned software.

E. The Community Services Bureau Commander or designee shall periodically conduct audits of MDT message use and content. Any improper use will be reported to the Chief of Police and addressed in the manner deemed appropriate.

41.3.8 CRUISER VIDEO CAMERAS/ BODY WORN CAMERA (BWC) (LE1)

PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use, management, storage, retention, and retrieval of information recorded by department issued body worn cameras (BWC) and Cruiser Video Cameras. The BWCs/ Cruiser Video Cameras are intended to assist and complement officers in the performance of their duties. A BWC/ Cruiser Video Camera recording should never be regarded solely as the Truth about an incident. It needs to be weighed and tested against witness testimony, forensics, the involved officer's statement, and other elements of a fair, thorough, and impartial investigation that takes human factors into consideration.

When BWCs and Cruiser Video Cameras are used to record certain enforcement activities, they can provide a valuable visual and audio record of the incident. It is anticipated that this evidence will:

1. **Assist officers in report writing;**
2. **Protect officers from unfounded allegations of misconduct;**
3. **Reduce needless litigation in the criminal justice system; and**
4. **Provide a more transparent record of encounters with law enforcement.**

A. Situations for Use

In-Car Camera System

It is the policy of the Mansfield Division of Police to use in-car data capture systems to provide documentation of events, actions, conditions, and statements made during law enforcement activities. In-car video/audio enhances our ability to review probable cause for arrest procedures, suspect/officer interaction, provides valuable officer training and establishes an impartial witness to officer/witness contacts. The use of the in-car data capture system shall be in accordance with applicable statutory and case law.

The mobile audio/video recording equipment will **automatically engage** when the emergency lights are activated and/or when the cruiser speed reaches 80MPH. The In-car recording can be manually activated at the officer's discretion when he/she feels it is necessary to document a scene or incident.

Body Worn Camera (BWC)

It is the policy of the Mansfield Division of Police to use Body Worn Camera systems to provide documentation of events, actions, conditions, and statements made during law enforcement activities. Body Worn Camera Systems enhances our ability to review probable cause for arrest procedures, suspect/officer interaction, provides valuable officer training and establishes an impartial witness to officer/witness contacts. The use of Body Worn Cameras shall be in accordance with applicable statutory and case law.

- Officers that are operating a cruiser with an In-Car Camera System shall "sync" the Body Worn Camera to the In-Car Camera System prior to the start of their shift. When a Body Worn Camera is synced with the In-Car Camera System, it will automatically engage when the emergency lights are activated and/or when the cruiser speed reaches 80MPH. The Body Worn Camera can be manually activated at the officer's discretion when he/she feels it is necessary to document a scene or incident.

B. Activation and Deactivation

In-Car Camera System

Officers shall record all calls, traffic stops, pursuits, arrests, crash scenes and event; whenever recording is appropriate and can be done without compromising the safety of the officer. Recording includes the activation of the microphone transmitter pack. **Officers shall turn off any outside audio and/or Bluetooth (car or phone FM/AM/Digital radio, etc.) prior to or immediately following camera activation.**

– Officers shall activate the In-car system when dispatched to the incident in order to ensure implementation in emergency and serious situations, as enumerated above. The In-Car Camera System may be activated manually prior to the automatic activation with the emergency lights, in order to record facts that may pertain to the incident, such as probable cause in a car stop.

– Officers shall not stop operation of the audio/video In-car recording system until after the contact, car stop, or situation is completed.

– It is not the policy of the Mansfield Division of Police to require its members to cease recording at the request of anyone other than their supervisor. If a recording is suspended, terminated, or interrupted for any purpose, the reason the recording is stopped shall be stated and recorded, PRIOR to deactivation and if a report is generated for the incident, the reason shall also be documented in the narrative of the report and/or supplement(s).

– Members shall inform persons who inquire about the In-car audio/video recording equipment when the equipment is in use or may be used.

Body Worn Camera (BWC)

Officers shall activate the Body Worn Camera **when dispatched to and/or responding to** all calls, traffic stops, pursuits, arrests, crash scenes and events, whenever recording is appropriate and can be done without compromising the safety of the officer. **Officers shall turn off any outside audio (car FM/AM/Digital radio, etc.) prior to or immediately following camera activation.**

- Officers shall activate the Body Worn Camera system enroute to the incident in order to ensure implementation in emergency and serious situations, as enumerated above. The Body Worn Camera System may be activated manually prior to the incident, such as probable cause in a car stop.
- Officers shall not stop operation of the Body Worn Camera system until after the contact, car stop, or situation is completed.
- Members shall inform persons who inquire about the In-car audio/video recording equipment when the equipment is in use or may be used.
- Immediately contact a supervisor when experiencing recording problems, or when the body camera is full.
- When transporting detainees or citizens and the In-Car Camera System is unavailable for any reason, the BWC shall be activated.
- When an officer is conducting an interview at the police station or other location, a portable digital recorder is the preferred methods for recording the interview.

- **If a resident requests the camera be turned off on their private property, the officer should make best efforts to capture the request on camera prior to turning the camera off. If a recording is suspended, terminated, or interrupted for any purpose, the reason the recording is stopped shall be stated and recorded by the officer, PRIOR to deactivation. If a report is generated for the incident, the reason the camera was deactivated shall, also, be documented in the narrative of the report and/or supplement(s).**
  However, Officers are encouraged to re-activate the BWC for investigative purposes should the need arise during the encounter with the resident.

This will NOT apply when consent to enter the private home or building is not required, or when it is no longer required once inside the home/building. This includes entrances related to a search warrant, arrest warrant, domestic violence calls, and emergency or exigent circumstances.

Body Worn Camera Restrictions

BWCs shall only be used in conjunction with official law enforcement duties. The BWC camera shall not generally be used to record the below restrictions, **unless there is an emergency or exigent circumstance:**

- Communications with other police personnel or duties outside of official law enforcement business, unless permission has been granted by the chief of police.
- Encounters with undercover officers or confidential informants.
- In any location where individuals have a reasonable expectation of privacy (i.e., restroom, locker room, etc.).

Body Worn Camera Exceptions

Officer safety and the furtherance of police-community relationships are paramount. If there is a question of when to record, officers should record. However, officers are allowed some discretion with regard to recording encounters.

- Situations in which activating the camera would be unsafe, impossible, or impractical. A description of the reason why the body camera was not activated shall be recorded on any generated report **or supplement**.
- Informal, non-law enforcement related interactions with members of the community (Example: a citizen asking for directions or just having a chat with a citizen)

Supervisor Responsibilities-Body Worn Camera

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, all **serious injury or fatal** marked patrol car accidents (regardless of who is at fault) a supervisor shall respond to the scene and ensure that the appropriate supervisor, BWC technician, detective supervisor/ investigator properly retrieves the recorded media. The media/device may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

*If an officer is involved in a critical incident, the supervisor will take possession of the BWC as soon as practical, ensure it is uploaded to the server, classify it as an arrest, **remove the BWC from service and submit it as evidence. This shall then be documented** in a supplemental report.

- In the event a Body Worn Camera is damaged, malfunctioning, lost or stolen, the supervisor will complete a Chief's Report and copy the Forensic Science Section detailing the circumstances of the incident and whether the officer was negligent.

C. Data Security and Access

In-Car Camera System /Body Worn Camera

Audio/video recordings generated on department equipment are and **shall remain the property of the Mansfield Division of Police** and shall not be duplicated or released outside of the department without proper authorization from the Chief of Police, including those copies made for public record requests.

– Prosecution and defense counsel requests are handled by the appropriate prosecutor and do not require authorization from the Chief of Police.

– Officers assigned to those cruisers with In-car audio/video recording equipment and/or BWCs will be responsible for the operation of the system**.**

– Officers may review their video evidence for pre-trial documentation and reporting.
– Defense attorneys may request a pre-trial viewing of the audio/video In-car and/or BWC evidence by appointment.

– **In compliance with Ohio Public Records Law** and Ohio Rules of Evidence, this agency will provide copies of evidentiary recordings upon request, subject to the following guidelines:

– Division employees must submit a **signed written request** to the Chief of Police and/or his designee.

– **Individuals, including private citizens, not working in law enforcement/court system will be provided copies of videos in accordance with public record laws; ORC 149: Documents, Reports, and Records**.

– In an open case, the public records request may be forwarded to the Law Director for review and determination of release authority prior to the tape being copied and released.

D. Data Storage and Retention

In-Car Camera System /Body Worn Camera

Officers will hold all of the following types of recordings, which shall be retained per departmental policy:

– All motor vehicle pursuits;

– All patrol car accidents resulting in property damage or injury to any person;

– All OMVI arrests;

– Any other incident or event of significant evidentiary value;

– All RTR's;

– Any incident that has resulted in the filing of a formal citizen complaint.

– Audio/video or digital recordings shall be treated as **evidence**. Intentional alteration or destruction of these recordings will result in disciplinary actions and/or criminal prosecution.

– **Videos which are designated by the officer, supervisor or prosecutor as evidence** shall be submitted to the Forensic Science Section as evidence.

– **Non-evidentiary video and digital recordings** are held in accordance with the records retention policy (30 days) unless there is a hold request, contingent on available storage space.

– Digital recordings that contain activities pertinent to the training function of the Division will be forwarded to the Professional Standards Section. **Any video or digital recordings deemed appropriate for training purposes, must have "Officer Involved Agreement/Permission" PRIOR to showing for training purposes.**

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee or citizen.

Requests for deletion of portions of a recording (i.e., an accidental personal recording) must approved by the chief of police or his designee in accordance with state record retention laws. All

requests and final decisions shall be kept on file.

E. Equipment Maintenance and Inspection

In-Car Camera System

– Patrol vehicles may be equipped with **audio/video recording systems**, which shall be used based on the following guidelines:

- **At the beginning of each shift**, the officer utilizing a vehicle equipped with the audio/video recording system shall inspect the system as part of their routine vehicle inspection.

- Per training guidelines, turn on the mobile audio/video recorder equipment. Place the microphone transmitter on person. Ensure that the system has the opportunity to enroll with the wireless microphone and is working properly. Record a test of the system before leaving the compound whenever possible.

- If the system is not working properly the officer should notify their immediate supervisor for trouble shooting. If the system cannot be made operational, the officer should take another cruiser with a working video system, if available.

- Repairs, deviation in the operating condition, appearance or problems with the audio/video recording system should be noted on the cruiser check out form and forwarded to Motor Maintenance.

Body Worn Cameras

Prior to the beginning of a shift, officers who have been issued a BWC shall:

(a) Inspect the BWC system for physical damage and immediately notify a supervisor if damage is discovered.
(b) Affix the BWC on the outer most garment of the uniform and position it vertically **on the upper torso to achieve the view in front of the officer.**
(c) Prior to the beginning of the officer's shift, the officer shall conduct a test recording. During the test, the officer shall state his name, badge number, and the date.
(d) After recording the required statement, the officer shall stop the recording and select and save the recording under the category preset "test".

F. Training Requirements for In-car Camera System/Body Worn Camera

– Prior to utilizing the In-car Cameras, all officers, including supervisory staff; must complete the online "WatchGuard" training. The WatchGuard online link is available through the Office of Professional Standards/Training.

– Officers will, also, complete any additional MANDATORY training in reference to the In-car audio/video recording equipment and Body Worn Camera, as determined through the Office of Professional Standards/Training.

G. Documented Review Requirements of In-car recording System/Body Worn Camera

The Administrative Lieutenant or designee of the Chief will complete random reviews of BWC and/or In-car Camera footage during each quarter annually (Q1: Jan-Mar, Q2: Apr-Jun, Q3: Jul-Sep, Q4: Oct-Dec).

- Two random reviews will be completed for two random officers from each shift/section deploying the use of BWC and/or In-car Camera systems (using online random generator).

- All random reviews completed will be documented on the Divisional "Video Review" form, which is located on CopNet in the "Forms" file.

- If an issue is found during these reviews by the Administrative Lieutenant, the officer's Watch Commander and/or Section Commander will be notified via email to review the video. The email will contain a copy of the completed "Video Review" form.

- The Watch Commander and/or Section Commander will then review the video with the officer and address the issue or concern, determining if additional training or discipline is appropriate.

- The Watch Commander and/or Section Commander will then document their discussions/actions in the "comments" section of the form, sign/date it, and return it via email to the Administrative Lieutenant along with any additional documentation (discipline, remedial training, etc.).

- The Administrative Lieutenant will then retain/file the "Video Review" form and submit any additional training documentation to the Training Section.

- In the event disciplinary action is necessary, the respective Watch Commander and/or Section Commander will be responsible for ensuring an investigation is forwarded through the currently established disciplinary procedures.

Captain or above may make random "spot" reviews of the BWC and/or In-car Camera footage of those under their command and will utilize the same aforementioned forms/procedures.

41.3.9 LICENSE PLATE RECOGNITION SYSTEMS

The Mansfield Division of Police recognizes the use of the Automatic License Plate Recognition (ALPR) System as an effective tool to identify vehicles that are associated with criminal activity and driver license violations.

Definitions

Hot List - License plates associated with vehicles of interest from an associated database, including, but not limited to: NCIC, LEADS, and local BOLOS.

Scan File - Data obtained by an ALPR of license plates within public view that were read by the device, including potential images of the plate and vehicle on which it was displayed, and information regarding the location of the police cruiser at the time of the ALPR read.

A. Guidelines for Use:

1. The Mansfield Division of Police utilizes the Automatic License Plate Recognition (ALPR) technology in marked patrol vehicles to identify license plates entered into a static "Hot List" created by the Law Enforcement Automated Data System (LEADS), the National Crime Information Center (NCIC) or any other law enforcement agency.

2. Personnel are responsible for the proper care and daily upkeep of the ALPR unit in the patrol vehicle. If the ALPR is not functioning properly, personnel must notify a supervisor immediately.

3. When the ALPR makes a hit on a plate, officers must validate the information with LEADS/NCIC before making a vehicle stop. An ALPR hit cannot be used as probable cause for a vehicle stop or enforcement contact. If, for any reason, the ALPR hit cannot be verified through LEADS/NCIC, the vehicle is not to be stopped.

   Example: The ALPR "hits" on a stolen vehicle. Confirm that the vehicle is stolen PRIOR to making the stop by validating with dispatch that the vehicle is showing as stolen.

4. Officers are reminded that in certain cases, the driver or occupant of the vehicle may not be the person to whom the license plate is associated. In such instances, officers must either develop an independent reason to stop the vehicle, or develop a reasonable belief that the operator or occupant may be the wanted person or suspended driver, before initiating a stop (e.g., by comparing the occupant's physical appearance to that of the physical description.

B. Security and access to Data: Data obtained by the ALPR's are treated the same as LEADS/NCIC data. Access to the LEADS/NCIC information systems is limited to certified operators and requires an individual login and password.

C. Operator training: ALPR users will complete agency approved training prior to being authorized to use the ALPR. Training may include review of the manufacturer's recommendations and/ or policy guidelines for use.

D. Storage and retention of data:

1. All ALPR data is automatically downloaded into the ALPR server which is retained by the Franklin County Sheriff's Office.
2. The ALPR data is subject to the data retention schedule of the Franklin County Sheriff's Office and LEARN.

3. The use of the ALPR system is subject to periodic review, which may include, but is not limited to records of ALPR operators and their ALPR usage.

41.4 MISCELLANEOUS INFORMATION

41.4.1 JOINT OPERATIONS PROCEDURES FOR PUBLIC SAFETY DEPARTMENTS

As there are situations often confronting police and fire agencies where close interagency cooperation is required to avoid conflicts created by the difference in the natural function of the agencies, there is a need to identify specific types of situations in which special cooperation is required and to describe a method for achieving this cooperation which is acceptable to both agencies.

It is recognized that the function of a police agency gives priority to enforcing the law, preserving peace, subduing violence and the investigation, fact gathering and evidence preservation necessary for determining whether or not a crime has been committed, and whether or not a person/persons should be taken into custody. The function of a fire agency gives priority to the extinguishment of fires, the evaluation of hazards and the assessment of patients/victims to determine what action, if any, is necessary to control the hazards and initiate appropriate victim care.

A. DISTURBANCES

A disturbance is defined as any incident that involves disputes or violence. Examples include shootings, fights, neighbor trouble, family argument, gunfire or other altercations involving other weapons.

– When a disturbance is encountered, the appropriate police agency shall be notified.

– When a **complaint involving a disturbance** is received, the Communications Center should attempt to determine whether or not there are injuries. If there are no injuries, only the police should be dispatched. If there are injuries reported, both police and fire should be dispatched. If the police are dispatched alone and later find there are injuries, the Communication Center shall be notified and the appropriate fire department response shall be dispatched.

– Each agency is **responsible to determine the appropriate response** for the situation reported. To clarify, this means the fire department shall not specify the number of patrol cars or police officers needed and the police shall not specify what response is needed from the fire department. A simple statement of the problem should be sufficient. Each agency shall respect the responsibility of the other to determine for itself what response is appropriate for the problem reported. In addition, both agencies should avoid canceling the other agencies responding vehicles, especially if injuries are involved. This shall not preclude either agency canceling all responding units on unfounded situations.

– When both agencies are dispatched, the **police shall be dispatched first**, followed immediately by the appropriate fire department response. The police shall move in and secure the scene to provide a safe environment in which the fire department can operate.

– The fire department will be **requested to stand-by** at a location near to, but not in the line of sight of the incident, with emergency lights off until the police report the scene is secure. The fire department, either en route or upon arrival, shall notify the Communications Center of their stand-by (rendezvous) location. The Communications Center shall notify the police of the fire department's location. It is imperative that the police notify the Communications Center when the scene is secure. The

Communications Center shall notify the fire department, which shall then continue their response to the scene.

B. CRIME SCENES

A crime scene is defined as the location of an incident that is determined by the police division to involve a crime or a possible crime.

– It shall be the responsibility of the **police division to determine a particular area** as a crime scene and report this information to the fire department on-scene commander.

– Should the **fire department witness the commission of a crime**, believe a crime has been or might be committed; the fire department should immediately notify the police through the Communications Center. Communications personnel will request that the fire department protect the area until police arrive so as to preserve the crime scene from possible contamination of evidence. If there is any question as to the safety of fire department personnel, the fire department should withdraw from the area and stand-by for the police to secure the area as outlined in Section above.

C. EMERGENCY MEDICAL SERVICE AT CRIME SCENES

When operating at crime scenes the police shall secure as required by departmental procedure. Fire department actions will be determined by the condition of the victim/victims as follows:

– **Victim Obviously Alive:** If the victim is obviously alive, the fire department should proceed to help the victim, taking extra care to not disturb anything that is in the area. If possible, the fire department should consider drawing the outline of the victim's position in the dirt or with chalk before moving the victim. In order to provide good victim care and cause the least amount of disturbance to the scene, the fire department should move the victim from the area as soon as possible. It is recognized that the practice of good victim care may prevent early movement of the victim, but relocation should not be unnecessarily delayed. The sooner the area is vacated, there is less chance of disturbing the crime scene. While the preservation of the victim's life is the primary consideration, all possible effort should be made to preserve the scene.

– **Uncertain if Victim is Alive:** If it is uncertain whether or not the victim is alive, the EMS crew shall evaluate the victim with all other emergency personnel remaining outside of the scene. If the victim is determined to be alive, the fire department shall proceed as outlined above. If the victim is determined to be deceased, the fire department shall immediately withdraw from the area, taking care to not disturb the scene and carrying their equipment with them.

– **Victim Obviously Deceased:** If the victim is obviously deceased, the fire department should not enter the crime scene unless requested by an on-scene police supervisor. The fire department on-scene commander should record the names of the fire department personnel who touched the body and where the body was touched. This information shall be given to the police division for fingerprint identification purposes.

D. OTHER CONSIDERATIONS

Where there is a crime scene involving victims, especially where a fatality is involved, emergency personnel should consider the **psychological impact on family members**, friends, etc. who may be at the scene. The on-scene police supervisor may consider having someone stay with these people to help calm them and prevent irrational acts until other family members, friends or neighbors can come to their assistance.

E. ARSON RELATED CRIME SCENES

Emergency personnel should be aware of typical crime scene aspects related to arson. Extreme care should be taken to preserve fire scenes until an investigation can begin.

– The **fire department has primary responsibility** for determining cause and origin. The Fire Prevention Bureau commander or the Fire Chief shall have ultimate control of the scene until cause and origin are determined.

– When an **arson crime scene has been established**, the on-scene fire department investigator should notify the on-duty police commander who will in turn determine the appropriate police division response to support the investigation. A joint investigation shall commence utilizing the experience of both agencies.

– **Fire Fatality:** If a fire victim is located and the victim is obviously deceased, procedures outlined in 41.9.1(c) regarding dealing with an obviously deceased victim shall apply. The victim shall not be removed from the scene. The police division shall be notified immediately. The police division shall notify the coroner and the police division shall be responsible for the investigation of death in cooperation with the fire department investigator.

F. AUTOMOBILE CRASHES

An automobile crash is defined as an incident involving one or more motor vehicles, usually occurring on a public highway and involving a collision.

– Emergency personnel responding to an automobile crash should keep the **safety of motorists** involved in the incident, as well as other motorist's safety as their primary consideration. All vehicles responding to the accident scene should try to occupy the lanes already blocked by the involved vehicles. The possibility of locating some police and fire vehicles off of the roadway to the berm should be considered. In addition, to establish control of the scene, first responders may be required to position their vehicles so that the involved parties, as well as emergency personnel will be reasonably protected from further dangers from oncoming traffic. This will permit responders to work safely in the crash area. Emergency personnel may need to use other means, such as flares, traffic cones and barricades to assist with securing the crash scene.

– Police personnel responding to an automobile crash **should consider closing the roadway** completely when <u>any</u> of the following conditions are found:

– Less than one lane is unblocked by vehicles, victims or debris.

– Gasoline, other flammable or toxic liquids, hazardous materials or unidentified materials are in or on the roadway.

– A fire is in progress.

– Electric lines are down or poles are sheared off, or damaged so they are unstable.

– If there are or may be rescue problems (person/persons entrapped or requiring assistance to be removed from the vehicle).

– In the judgment of the police or fire department commander, the situation is such that closing of the road is necessary.

G. OPERATIONS AT THE CRASH SCENE

The primary responsibility of **police first responders** to a crash scene is to protect the public from further possible harm and to establish scene control. After this has been accomplished, the function of the police division should be to maintain traffic and crowd control, conduct an investigation of the accident and assist the fire department.

– The function of the **fire department** should be to provide rescue services, emergency medical services, eliminate hazards and to assist the police division. Summoning of tow trucks is the responsibility of the police division. By contrast, the police should not evaluate possibly injured victims at the scene of an auto accident or accept the mere statement of a victim that they are not injured or are "OK".

– **Emergency medical personnel**, if en route, should not be canceled. If aid is refused, fire department personnel should obtain the victim's signature as "refused aid" and this shall be properly noted on the emergency medical report.

– "Wash down" of an auto accident scene should not be started by the fire department without checking with the police officer in charge for evidence the debris may contain. Fuel spills posing an immediate hazard should be made known to the police as quickly as possible.

H. SIMULTANEOUS BURGLARY AND FIRE/MEDICAL ALARM RESPONSE

When both police and fire departments are dispatched to the same location at the same time on simultaneous burglary and fire/medical alarm activations, the following will apply:

– The Communications Center shall **notify both police and fire** departments that the other is responding.

– The first arriving units shall advise Central Communications of any **abnormal conditions** observed that would be pertinent information for the other department not on the scene.

– If there is not **an obvious sign of a fire or medical emergency** at the scene, the fire department should stand-by until the police have arrived and secured the scene to ensure a safe entry by the fire department. Keep in mind this applies only when simultaneous burglary and fire/medical alarms are received.

I. FIRE DEPARTMENT FORCIBLE ENTRY

Fire department members will normally **physically enter a structure to fully investigate a fire or emergency medical alarm**. Merely conducting a "window check" of a structure has proven to be ineffective.

– If it is determined that the fire department will force entry into a structure, the **police division shall be notified through the Communications Center**. The Communications Center shall dispatch the police. The fire department will not normally delay entry on a medical alarm to wait on the police.

– Upon **resolution of the incident**, the supervisors from both police and fire will collectively determine whether a key holder or emergency contact can be notified and respond to the scene in a reasonable amount of time as determined by the police and fire on-scene commanders.

– If **a key holder or emergency contact is confirmed to be en route**, the police officer on the scene will normally stand-by for their arrival. If a reasonable amount of time has passed without the arrival of the key holder or emergency contact, or another situation arises that mandates the police officer to leave the scene, the police officer shall notify Communications and the police officer shall leave proper notification as outlined in below.

– If **no key holder or emergency contact is en route**, the supervisors from both police and fire shall collectively determine the most appropriate way to secure the property. The fire department should secure the property in the best possible way to ensure the property is reasonably protected from intruders and weather.

– The police and fire in-charge personnel shall ensure that **proper notification** is left at the scene utilizing their respective card system. Additionally, the police and fire departments will ensure that the alarm company or contact person has been notified by Central Communications if possible. Under no circumstances shall a structure be left without a reasonable effort to secure the property and notifications card left on the premises.

– The police division will notify Communications of the **final disposition**. Communications shall notify the alarm company and/or contact person.

– The **ultimate responsibility** to ensure that all of these guidelines have been met rests jointly with the fire and police supervisors at the scene.

41.4.2 OUTSIDE LABOR/MANAGEMENT DISPUTES

In the cases of a **dispute between management and employees of a company**, who are unable to reach accord on certain matters, the Division of Police will respect the constitutional rights of all parties involved and will not favor either side.

– When necessary, the Division will take **appropriate enforcement action** for acts involving violence, damage to property, or obstructing individuals attempting to enter or exit the premises.

– If management or labor wishes to file charges or demands enforcement of **nonviolent, nondestructive offenses**, they should normally be referred to the appropriate prosecutor's office.

41.4.2 VEHICLE LOCK OUTS

The Mansfield Division of police does not perform lock out services and citizens who request this service should be referred to the tow truck company of their choosing or the company on call.

41.4.3 ENDANGERED ELDERLY

Officers who become aware of cases that give them reasonable cause to believe that an elderly adult is being abused, neglected or exploited, or that an adult with MRDD is being abused or neglected, shall immediately make a NIBRS report of the circumstances, including:

– The name, address, age, birth date, social security number and phone number of the adult victim;

– The name, address and phone number of the individual responsible for the adult's care OR of the nearest family member or close friend;

– The nature and extent of the alleged abuse, neglect, exploitation or injuries including any evidence of previous injuries or physical neglect;

– The bases of the officer's belief that the adult has been abused, neglected or exploited or any other information which might be helpful in establishing the cause of the injury, abuse, or physical neglect.

– Information about whether or not the victim has a Case Manager at Richland County Newhope or the Center for Individual and Family Services;

– Information on any potentially dangerous situation that may pose a threat to the Case Manager investigating the case.

The NIBRS report shall be entitled "Endangered Elderly" or "Endangered Adult with MRDD" and the title shall also include any criminal offenses that may have been committed.

Individuals who are Mentally Retarded/Developmentally Disabled are not the same as individuals who have psychotic, psychological or other mental disorders. Field Determinations about a course of action may be assisted by phone calls to the Department of Human Services, Richland County Newhope or the Center for Individual and Family Services.

In cases of emergencies OR where immediate action is deemed necessary OR when the adult victim refuses to accept medical care in Endangered Elderly situations, officers shall notify the Adult Protective Services office by phone at 419-773-5473 during normal business hours.

In cases of emergencies where it is determined an Adult with MRDD has been abused or neglected and the individual is to be removed from his residence by a law enforcement officer, pursuant to ORC §5123.61 (F), officers shall notify the Richland Newhope Major Unusual Incident Unit at 419-774-4230 during normal business hours. An after-hours emergency phone listing is maintained in both the PSCC and Records Section.

The reporting officer will FAX a copy of the report directly to the appropriate agency prior to the end of the officer's shift, in order to comply with ORC §5101.61, duty to report immediately.

Neither a verbal or written report made under ORC §5101.61 or §5123.61 shall be considered a public record as defined in ORC §149.43. Information contained in these reports shall be made available, upon request, to the adult victim or his counsel or to the authorized representative of Adult Protective or Case Management Services. Division personnel handling these reports shall not release them to unauthorized persons.

CROSS REFERENCE TO STANDARDS AND POLICIES: N.C.I.C. Operating Manual—Section 8.1, ORC 2901.30b, ORC 2901.30d, ORC 2901.30f, ORC 5502.52, G.O. 22.2.8, G.O. 26.1.1(B)(11), G.O. 26.1.1c, G.O. 71.2.1, G.O. 82.1.7, G.O. 84.1.1, G.O. 84.1.2, G.O. 41. 3.5; Emergency Operations Manual

CROSS REFERENCE TO FORMS: