

Pasco Police Department Policy Manual

PATROL	Chapter No. 41
Effective Date: 04/01/2018	Reference: Chapter 33 – Training and Career Development Canine Program Manual
Revised: 04/14/2026	Amber Alert Procedure Blue Alert Procedure Silver Alert & Endangered Missing Person Procedure

41.1.1 CONTINUOUS PATROL COVERAGE

The Pasco Police Department's Field Operations Division maintains patrol coverage 24 hours a day, seven days a week. The Field Operations Division's shift hours of work are:

- Days: 0700 – 1740 hours
- Swings: 1530 – 0210 hours
- Graves: 2120 – 0800 hours

A. Shift / Area / Rotation Assignment

It is the general policy of the Pasco Police Department that officers assigned to the Field Operations Division will work a non-rotating watch. This does not preclude the Field Operations Captain from temporarily reassigning officers from one watch to another for the purpose of responding to special or emergency situations or meeting minimum staffing requirements. Generally, there will be no routine rotation of officers from one watch to another on a daily, weekly, monthly, or quarterly basis. Officers will patrol in clearly marked vehicles to an assigned area within the City of Pasco.

Probationary officers assigned to Field Training Officer (FTO) may be required to rotate shifts for the purpose of orientation and training.

In assigning officers to shifts, the following factors will be taken into consideration:

- The preference of the officer as determined through the seniority-based bidding system;
- The need for appropriate levels of experience on each shift;
- The need for technical skills and training on the shift;
- Other operational needs of the department.

Patrol officers are assigned to a shift on a twelve-month cycle. Generally, assignments to a shift and area will last one year, from approximately January 1 to December 31. In December of each year, assignments will be made for the upcoming year to allow officers advance notice in the event of a shift change.

Shift supervisors are accountable for the assignment of personnel to the respective patrol districts. On a temporary basis, shift supervisors have the flexibility to achieve the best utilization of personnel resources in providing coverage on a given shift. Area assignments are made utilizing information that includes:

- Average calls for service generated in specific areas during specific times;
- Barriers, natural or man-made, affecting unit mobility;
- Anticipated area activities requiring additional services or attention.

Under the 10:40 schedule, days off are determined by the officer's initial assignment to either the A or B rotation of their respective Days, Swings, or Graves squad, with all members of the same rotation having the same assigned days on and off within the 28-day cycle.

41.1.2 ROLL CALL (BRIEFING)

Patrol officers attend roll call or "briefing" at the beginning of each shift. Briefings generally last between 15-20 minutes. This time is used to brief personnel with information regarding 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. Sergeants and command staff may also use roll call to notify personnel of changes in schedules and assignments and notify personnel of new directives or changes in directives.

41.1.3 SPECIAL PURPOSE VEHICLES

Pasco Police Department utilizes special purpose vehicles to enhance patrol efforts in the community. Deployment of special purpose vehicles is done upon supervisor approval.

Special purpose vehicles may require additional training and certification prior to use. The training sergeant will ensure the proper training requirements are met for each special purpose vehicle.

Each special purpose vehicle will be maintained in operational readiness by assigned personnel. Vehicles will be inspected by the operator prior to their use. Deficiencies in the vehicle or equipment shall be documented and forwarded to the training sergeant as soon as possible. Operators are responsible for restocking or replacing equipment and supplies following deployment.

A. Bicycle Patrol

Bicycle officers patrol in a highly visible manner in the areas of the city where there are large numbers of people. Examples of these areas include bicycle and pedestrian pathways, parks, locations of parades and special events, apartment complexes, and shopping centers. These areas are patrolled during the hours of daylight for high visibility and at night for the detection of criminal activity not usually discovered by conventional patrol.

Conditions and Limitations of Usage:

- During inclement weather, officers should exercise discretion in the use of the bicycle.
- Due to the unobtrusive nature of bicycle patrol, officers assigned to the unit may be used in special operations such as stakeouts or activities requiring plain clothes while operating a bicycle.
- Officers may be asked to speak in public and private functions to promote bicycle safety and the concept of community-oriented policing. Bicycle officers may also be sent to assist outside agencies during their special functions at the request of outside agencies and the Chief's approval.

Qualifications and Training:

- Officers selected for the bicycle unit shall meet the requirements of the position. Particular attention is placed on demonstrated public relations skills and professional appearance.

- Bicycle officers attend a bicycle patrol training class as soon as practical after assignment to the unit. Bicycle officers are authorized to operate the bicycle and related equipment after receiving training.

Equipment:

- Bicycle officers are personally equipped to meet all applicable safety standards for bicycle patrol duties. The bicycle is capable of withstanding both on and off-road use. A checklist of equipment is kept with the bicycle.
- Each officer is responsible for the care and maintenance of their assigned bicycle. Any identified need for repair or maintenance should be passed on to the bicycle detail supervisor.
- The bicycle is equipped with a lighting system that meets the requirements of [RCW 46.61.780](#).

B. All-Terrain Vehicle (ATV) Patrol

Pasco Police Department-owned ATVs are authorized to be used by trained personnel. ATV officers patrol in a highly visible manner in the areas of the city where there are large numbers of people or large areas of ground not readily accessible by patrol vehicles. Examples of these areas include bicycle and pedestrian pathways, parks, new construction areas, and crop circles, or vacant acreage. These areas are patrolled during the hours of daylight for high visibility and at night for the detection of criminal activity not normally discovered by conventional patrol.

Conditions and Limitations of Usage:

- ATV officers are expected to make a high number of citizen contacts when operating in parks or on pathways and are not restricted in the off-road use of the ATV. Barring exigent circumstances, ATV officers should always operate the ATV in a safe and legal manner that would not alarm the public. ATV officers should be cautious around animals, particularly horses, until the animal's reaction can be assessed.
- At the request of outside agencies, and the approval of the Chief, ATV officers may be sent to assist agencies during special functions.

Qualifications and Training:

- Officers selected for the ATV use shall have a valid driver's license and will have successfully completed an approved class on the use of the ATV. The class will include instruction on applicable on and off-road laws concerning ATVs, protective gear (helmets), effective handling techniques, the specific controls on the current ATVs, and a practical demonstration of knowledge by operating the ATV over a prescribed course while observed by the EVOC instructor.

Equipment:

- ATVs will normally be transported on roadways using a trailer and a hitch-equipped city vehicle. ATVs should not be operated on the public roadways except by approval by a supervisor. ATVs should receive a walk-around inspection by the user prior to use. Any identified need for repair or maintenance should be passed on to the on-duty patrol supervisor and city shop to facilitate repair.

C. Evidence Recovery Vehicle (ERV)

Pasco Police Department-owned ERV is authorized to be used by trained personnel.

Conditions and Limitations of Usage:

- The ERV will be used as needed during investigations.
- At the request of outside agencies and the approval of the Chief, Support Services Captain, or Investigative Sergeant, the authorized user and ERV may be sent to assist agencies during investigations.

Qualifications and Training:

- Personnel operating the ERV must have completed an operator's course on the vehicle with an EVOIC instructor. Officers who have qualified on EVOIC are authorized to operate the ERV.

Equipment:

- The Evidence Technician is primarily responsible for the condition of the ERV. Any identified need for repair or maintenance should be passed on to the investigations supervisor and city shop to facilitate repair.

D. SWAT Equipment Truck

Pasco Police Department-owned SWAT truck is authorized to be used by trained personnel.

Conditions and Limitations of Usage:

- The SWAT truck will be used as needed during SWAT activations or other department use.

Qualifications and Training:

- Personnel must have completed an operator's course on the vehicle with an EVOIC instructor. Officers who have qualified on EVOIC are authorized to operate the SWAT truck.

Equipment:

- The Pasco Police Department is responsible for the condition of the SWAT truck. Any identified need for repair or maintenance should be passed on to the SWAT supervisor and city shops to facilitate repair. An equipment inventory list will be kept inside the vehicle.

E. Unmanned Aerial Systems (UAS)

The Pasco Police Department utilizes various Unmanned Aerial Systems when providing services to the community. UAS policy is managed under the UAS Policy document, with additional information found in the [UAS Procedure](#).

41.1.4 AGENCY SERVICE ANIMALS

Pasco Police Department only uses canine service animal as defined in 41.1.5.

41.1.5 POLICE SERVICE CANINES

The Pasco Police Department uses generalist canine teams and community service dogs to assist patrol and detectives. Refer to the Canine Procedures Manual.

41.1.6 CONDUCTING FIELD INTERVIEWS

The Field Interview (FI) is an effective tool for suspect identification, crime suppression, crime analysis, and community relations. FI's have provided suspect leads and cleared possible suspects from criminal suspicion.

Officers of the Pasco Police Department can make non-custodial contacts with citizens. Under these circumstances, citizens are not required to remain at the scene with the officer.

Officers are encouraged to use FI reporting. Field interview cards will be completed for most contacts.

41.2.1 RESPONSE TO EMERGENCY, URGENT AND NON-EMERGENCY CALLS

Commissioned officers are authorized to activate vehicle equipment (lights and siren) when responding to calls. Response to calls can be broken into two main categories:

1. Calls for service
2. Officer requests for assistance.

The type of response to calls and requests for assistance varies depending on the seriousness of the situation.

A. Calls for Service

Calls for service are broken down into three basic types: non-emergency, urgent, and emergency.

A **non-emergency** call is one that is not affected by officer response time. Examples include report calls of prior incidents (Burglary, Theft, etc.), suspicious subject or circumstance calls, and non-injury/non-blocking accidents.

An **urgent** call is a more serious call where the safety of the public or apprehension of a suspect is affected by police response time. Officers are required to maintain safe vehicle operations and comply with [RCW 46.37.190](#) and [RCW 46.61.035](#). Examples of urgent calls are an officer's request for a "code 2" backup, robberies, or burglaries that just occurred.

An **emergency** call is when a person's life is in danger. Responding officers will immediately respond using emergency equipment if tactically appropriate. Officers are required to maintain safe vehicle operations and comply with [RCW 46.37.190](#) and [RCW 46.61.035](#). Examples are an officer's request for "code 3" backup, violent crimes against persons in progress, or life-threatening vehicle accidents. Police pursuits are also considered emergency calls.

Responsibilities of On-Duty Driving

When officers are not responding to urgent or emergency calls, they are expected to drive in a safe manner and operate the vehicle in compliance with the RCWs.

Nothing in this section is meant to reduce officer's responsibilities as outlined in [RCW 46.61.035](#) "Authorized Emergency Vehicles."

Officer Requests for Assistance

Officers make requests for assistance or status updates over the radio using one of four codes, depending on the need for priority backup.

Code 1: The officer requests one additional officer, but a priority response is not needed.

Code 2: The officer needs two additional officers and expedited response. Based on the circumstances, the responding officers may use their lights and siren.

Code 3: The officer is in serious trouble and needs multiple officers to assist. Officers respond immediately with lights and siren.

Code 4: Means the officer is okay and does not need backup.

B. Use of Emergency Equipment

Officers may choose to, or be required to, use vehicle emergency equipment depending on the type of call or request for assistance they are responding to. Driving conditions vary so much that it is difficult to create a policy that dictates how to respond. When responding to calls or requests for assistance, officers will follow these guidelines:

- Slow to a reasonable speed or stop before proceeding through intersections.
- Proceed through red lights with emergency lights and audible signal activated.
- Never pass on the right when emergency equipment is activated, except when:
 - a) Traffic is yielding to the left.
 - b) Traffic is stopped, and the only avenue for safe response is to the right.
 - c) Intersections in which the safest route for the public and officers is to the right.
 - d) Other instances where the officer identifies that it would be safer for the public and officers to pass on the right.
- Remember, it is the officer's responsibility to drive with due regard for all persons.

Responsibilities during Emergency Response

Responding officers:

- Drive their police vehicle and use emergency equipment as outlined above.
- Advise SECOMM and other officers via radio when they are responding to an emergency call.
- Slow or discontinue their response when an adequate number of closer units are enroute.

Shift supervisor:

- Limit the number of units responding.
- Monitor the information to determine the continuing need for an emergency response.

Dispatcher:

- Confirm that the sergeant heard the emergency call.
- Advise the sergeant and others how many units are responding.
- Keep the reporting party on the line (if appropriate) to determine the continued need for an emergency response.
- Advise officers of known hazards that dispatch is aware of.

41.2.2 VEHICLE PURSUITS

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

A. Evaluating the Circumstances

There are many factors to be considered before deciding to pursue a suspect. Each situation is unique. It is Pasco Police Department's policy to apprehend violators of the law, but that policy is balanced against a greater concern for the safety of the public and the employee. This may result in traffic violators or criminal suspects avoiding apprehension.

Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers. Police officers acting reasonably under the existing circumstances will not be criticized by the Pasco Police Department for a decision not to begin or to discontinue a pursuit.

Officers transporting persons other than commissioned officers should not participate in pursuits except in extreme circumstances and should not pursue while transporting a prisoner.

Initiating officers should be in a fully marked police vehicle. Patrol cars without light bars may initiate a pursuit but must request a fully marked vehicle for assistance. When a fully marked vehicle arrives, the unmarked patrol car must give primary responsibility to the marked vehicle.

B. Decision to Pursue

In accordance with RCW 10.116.060 and Initiative 2113, a peace officer may not engage in a vehicular pursuit, unless:

- There is reasonable suspicion a person has violated the law;
- The pursuit is necessary for the purpose of identifying or apprehending the person;
- The person poses a threat to the safety of others and the safety risks of failing to apprehend or identify the person are considered to be greater than the safety risks of the vehicular pursuit under the circumstances; and
- The officer has notified a supervising officer of the pursuit, and there is supervisory oversight of the pursuit. The officer, in consultation with the supervising officer, must consider alternatives to the vehicular pursuit. The supervisor must consider the justification for the vehicular pursuit and other safety considerations, including but not limited to speed, weather, traffic, road conditions, and the known presence of minors in the vehicle.

Other important considerations include familiarity with geography, the speed of the pursuit, and the ability of other motorists and pedestrians to hear and see police emergency equipment.

Every Department member engaging in a pursuit must be able to articulate what conditions were present that justified the pursuit. Every department member engaging in a pursuit must have completed updated

emergency vehicle operator training in the previous two years and must be certified in at least one pursuit intervention option.

C. Responsibilities

Responsibilities of Officer Initiating a Pursuit

- Comply with [RCW 46.61.035](#) "Authorized Emergency Vehicle."
- Immediately notify the Dispatch Center that you are in pursuit. Provide at a minimum vehicle description, speed, direction of travel, and reason for the pursuit.
- Update information regularly.
- Comply with any agency procedures for coordinating operations with other jurisdictions, including available tribal police departments when applicable.
- Decide if there is a need for immediate apprehension, or can the suspect be identified and charged through investigation.

Responsibility of Secondary Units

A pursuit will generally involve no more than three units; the supervisor may be a fourth unit overseeing the pursuit. Other units may follow at a safe distance using lights and sirens if appropriate.

1. The second unit's primary responsibility is to assist the primary unit. The second unit should handle the radio traffic and replace the primary unit in the event the primary unit cannot continue.
2. Responsibilities of the third unit include but are not limited to:
 - Replace either of the first two units if one of them becomes disabled or is otherwise unable to continue the pursuit.
 - Discontinue the pursuit and render aid in the event of a collision involving third parties.
 - Attempt to be in a position to implement a high-risk stop, containment, apprehension of suspects, or to provide traffic control at the point of pursuit termination.
 - If PIT maneuver is utilized, the third unit will assist the secondary unit in pinning the vehicle.
3. Other patrol units near the pursuit area shall monitor the progress of the pursuit. They shall not directly engage in the pursuit unless requested by the primary unit or directed by a supervisor. These units should be ready to replace any assigned unit in the event they cannot continue. They should be in position to respond to any collision that may result from the pursuit. Other officers should make attempts to safely stop traffic at intersections in the path of the pursuit. Backup units should be available to assist in the apprehension of the suspects or provide any needed traffic control at the termination of the pursuit.
4. If a K9 is available, they should take over the primary unit position and responsibilities as soon as it can be safely accomplished. The original primary unit will take over the secondary unit responsibilities.

Responsibility of the Dispatch Center

- On notification of a pursuit, announce that the air is restricted.
- Rebroadcast initial communications from the pursuing officer.

- Confirm the supervisor knows of the pursuit.
- Advise officers of known hazards affecting involved or responding units.

Responsibility of Supervisors

- State over the radio that they are aware of and are monitoring the pursuit.
- Decide whether to let the pursuit continue or direct its termination.
- Control the number of units in the pursuit.

Mandatory Pursuit Termination

Vehicle Pursuits will be terminated when:

- Directed by a supervisor or commanding officer.
- The suspect is identified and there is no need for immediate custody.
- The danger of continuing the pursuit outweighs the immediate necessity of arresting the suspect.
- The pursuing officer loses contact with the eluding vehicle.
- The speed of the pursuit is beyond the driving skill of the officer.
- Pursuing officers are unfamiliar with local geography or radio communication cannot be maintained.

Authority to Terminate Pursuit

- A pursuit may be terminated by a supervisor or commanding officer.
- The involved officer may terminate if they feel it is not safe to continue.

Inter-and Intra-Jurisdiction Pursuits

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether to request the other agency to assume the pursuit. It is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

- **Assumption of Pursuit by Another Agency:** Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Pasco Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.
- **Pursuits Extending into this Jurisdiction:** The agency that initiates a pursuit into Pasco shall be responsible for conducting the pursuit. The Pasco supervisor will determine if Pasco units should become involved in the pursuit.
- When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the Pasco supervisor should consider the factors listed in this policy.

- As soon as practical, the Pasco supervisor should review a request for assistance from another agency. The supervisor, after consideration of the factors listed in this policy, may decline to assist in or assume the other agency's pursuit.
- If a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to officers from the allied agency, including, but not limited to, scene control, coordination, and completion of supplemental reports and any other assistance requested or needed.

D. Reports

After Action Reports/ Pursuit Critique

The patrol supervisor is responsible for holding an after-action critique for all vehicle pursuits and preparing a written report of that critique for training and policy review. This report will be included in the Blue Team pursuit submission, which is forwarded to the Field Operations Captain. The Field Operations Captain will hold a command pursuit critique to ensure policy compliance.

Annual Analysis of Reports

The Professional Standards Division is responsible for the annual review and analysis, including a review of policy and reporting procedures of all pursuits. After the review, a report will be submitted to the Chief of Police for approval.

E. Training

- Entry Level: Police officers receive basic EVOC training at the academy.
- Initial and Reoccurring: All sworn personnel receive initial and annual training on the Pasco Police Department's pursuit policy.
- Patrol officers will receive annual training on Emergency Vehicle Operations and vehicle pursuits from a certified Emergency Vehicle Operations Course (EVOC) instructor.

41.2.3 FORCIBLE STOPPING

Every intervention technique carries inherent risks. Reasonableness of deployment shall be evaluated based on the totality of circumstances known to the officer leading up to and at the time of, the use of a pursuit intervention or pursuit prevention tactic. Prior to utilizing, Officers must undergo training in forcible stopping techniques and tools before utilization. The following forcible stopping techniques and tools may be used after receiving training. A supervisor will respond to the scene without unnecessary delay where forcible stopping techniques have been used. If unable to respond, request an alternate supervisor to the scene. Circumstances warranting the use of forcible stopping techniques must be outlined in the written report, and an administrative review will occur for each incident. The use of any intervention technique resulting in a collision will result in a collision investigation report as appropriate.

A. Vehicle Pinning

Officers may use their patrol vehicle as a tool to keep a vehicle from moving from a stationary position when it is reasonably believed that the vehicle can/will be used in an attempt to flee lawful detention.

- Officers should consider factors such as potential suspect violence, weapons, tactical positioning, bystanders, vehicle occupants, and traffic conditions before using this tactic.
- Vehicle pinning is a very low-speed tactic and should cause little to no vehicle damage.
- When a departmental vehicle is being used as an approved tool, no collision report is required.

B. Ramming

Ramming is used to cease a vehicle's movement rendering it inoperable. This is accomplished when an officer intentionally uses a patrol vehicle to strike the suspect's vehicle to stop it or keep it from moving. Prior to intentionally striking vehicles, officers will:

- In most circumstances, only strike the vehicle at low speeds (less than 25 mph).
- Employ the technique in a relatively safe area. (Not near an embankment, in heavy traffic, near pedestrians).

Ramming may be considered an application of deadly force when that force is applied in a manner likely to produce death or serious bodily injury.

Ramming requires an administrative review and a written use of force report for each incident.

C. Pursuit Immobilization Technique (PIT)

The pursuit immobilization technique is a method to reduce risks in bringing pursuits to a conclusion. Extenuating circumstances, for purposes of this policy, are defined as: any circumstance/s, which creates a high risk to the public, and using PIT could bring an end to that risk. Examples of this may include wrong-way drivers on the freeway, situations where police believe a vehicle is not stopping due to mechanical failure, and/or medical issues of the driver. PIT is a forced rotational vehicle stop of a non-compliant suspect in an effort to end the suspect's flight. As instructed and used by officers, it is separate and distinct from intentional ramming.

No officer shall take part in a PIT attempt without first being trained in the PIT. The PIT will require two separate cars (PIT car and pin car) whose drivers both must be PIT-trained. PIT training will consist of a course taught by certified EVOC instructors. The PIT class will include but is not limited to a review of this policy, an explanation of the PIT, practical repetitions of the PIT on a closed course using designated cars, and successful PIT applications by each officer while monitored by an EVOC instructor. The use of a PIT is considered a use of force and must be in compliance with the Department's Use of Force policies and procedures.

PIT - Under 40 Miles Per Hour

PIT maneuvers at less than 40 miles per hour may be executed at the discretion of a pursuing officer; however, if time allows, supervisor authorization should be requested by the pursuing officer. If performed at less than 40 miles per hour, PIT may be used under the following conditions:

- PIT shall be used only to apprehend felony offenders whose actions indicate a disregard for the safety of the officer(s) or the public.
- Eluding can be the only felony present precipitating the need for PIT maneuvers.
- PIT under 40 mph requires an administrative review and a written use of force report for each incident.

PIT – Over 40 Miles Per Hour

If executed at 40 miles per hour or higher, PIT requires supervisory authorization. In these instances, PIT may be used:

- After less intrusive methods have been tried or considered and have been judged to be ineffective; and when the totality of the circumstances requires immediate intervention to stop a fleeing suspect's vehicle.
- PIT over 40 mph requires an administrative review and a written use of force report for each incident.

Site Assessment for the Use of PIT

A site assessment is crucial when considering the use of PIT. Prior to executing a PIT maneuver, officers should consider features in the surrounding area, such as:

- Blind Curves (PIT works best in curves but should not be performed when the officer believes that visibility is significantly compromised.)
- Bridge abutments
- Major obstacles on roadsides
- Oncoming traffic
- Pedestrians

D. Stop Sticks (Pursuit Intervention - Moving Vehicles)

Stop Sticks are tire deflation devices used to impede or stop the movement of wheeled vehicles by puncturing their tires and are comprised of three strips of spikes. Stop sticks may be used to prevent or inhibit a vehicle's ability to travel at high speeds, stored exclusively in Sergeants' vehicles.

- Stop sticks should not be utilized on vehicles with fewer than four tires for normal operation.
- Tire deflation devices WILL NOT be used on motorcycles, ATVs, minibikes, or bicycles.
- Additionally, Stop Sticks should not be deployed on the following types of moving vehicles:
 1. Any Vehicle transporting hazardous materials,
 2. Any passenger bus transporting passengers,
 3. Any school bus transporting students.
- The decision to deploy a tire deflation device is based on various criteria, including tactical considerations (e.g., line of sight, intersection, deployment location, and communication) and safety factors (e.g., location, speed, surface, weather).
- Before deploying the "Stop Stick," the supervising officer will broadcast its placement location to Dispatch. The primary pursuit vehicle, if applicable, must acknowledge the transmission indicating the deployment and location of the tire deflation device. Traffic should be diverted or halted whenever possible, from entering the deployment area.
- The use of the "Stop Stick" tire deflation device must be documented in an Incident Report and the Vehicular Pursuit (Critique) Report entry in Blue Team

E. Terminator (Pursuit Prevention - Stationary Vehicles)

A Patrol Terminator is a single 2-foot strip of spikes, primarily used to prevent a stationary criminal suspect or impaired driver from becoming mobile in a vehicle. Officers may only deploy this tire deflation device to a stationary vehicle when the officer has reasonable suspicion to believe the occupants are committing, have committed, or are about to commit a crime, and the officer has lawful grounds to detain the vehicle occupants. This extends to subjects with arrest warrants and subjects who are reasonably suspected of impairment by drugs or alcohol.

- Terminators should not be utilized on any vehicle equipped with fewer than four tires for normal operation.
- Tire deflation devices WILL NOT be used on motorcycles, ATVs, minibikes, or bicycles.
- Officers should assess the potential dangers associated with deploying tire deflation devices and weigh them against the risks of allowing the vehicle to leave, especially in areas of heavy traffic or where pedestrians are present.
- When feasible, officers should inform the driver of a stationary vehicle that they are not free to leave and that a tire deflation device has been deployed.
- Officers should only remove the device from a stationary vehicle when it is safe to do so.
- A supervisor's notification is mandatory when deployment of the "Patrol Terminator" results in actual tire deflation or property damage.
- The use of the "Patrol Terminator" must be documented in an Incident Report.

41.2.4 NOTIFICATION PROCEDURES

Officers arriving at the scene of an emergency situation should notify their supervisor and dispatcher as soon as possible with the status of the incident. This notification should be made over the radio. If the incident is of a sensitive nature, telephonic or mobile data communication should be made. The officer should make any requests for further staffing and/or equipment over the radio. The shift supervisor will monitor the incident and/or request additional information. The shift supervisor will handle notifications to the division captain. Shift supervisors will respond to all serious incidents that occur during their shift unless already committed to a more serious event.

Coroner

The coroner's office is notified whenever Pasco Police personnel investigate a human death within our jurisdiction. The notification is made by phone, and details of the situation are provided. The coroner or his staff will either respond to the scene to take custody of the deceased or issue an N.J.A. (No Jurisdiction Assumed) number in cases they deem response is not needed. The latter occurs most often in cases where natural death has occurred, personal physicians agree to sign the death certificate, and the deceased is released to a funeral home.

Street Department

During normal business hours, Pasco Police employees contact the Street Department by radio or phone for routine information, assistance, and support.

After hours, the on-call street department supervisor approves emergency assistance needed by police. This "after-hours" notification approval applies to both the Street Department and the State of Washington

Department of Transportation. In these situations, a SECOMM dispatcher notifies the appropriate agencies by phone.

Public Utilities

Police officers request dispatch to notify the appropriate public utility in cases of accidental property damage or utility interruptions.

In emergency or investigative cases, the appropriate Pasco Police Department authority contacts utility employees with specific requests or assistance.

Media Notification

Press releases will be prepared for the following incidents:

- Homicides;
- Accidental deaths;
- Officer-involved shootings;
- Major traffic collisions; and
- Major wanted persons/fugitive arrests.

A supervisor must approve press releases before releasing them.

In addition to formal press releases, the information in these matters and other "soft news" items that may be considered of interest to the public may be released through the Pasco Police social media accounts by designated members of the social media team. Before posting information on department social media accounts, members of the social media team must attend department-directed training. Social media team members may post to department social media accounts without prior approval.

41.2.5 MISSING PERSONS

The Pasco Police Department shall have a case file (electronic or hard copy) on file to support a missing person entry. A record for a missing person who is the age of 21 and over may be entered in the Missing Person file provided the department has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This documentation will aid in the protection of the individual's right to privacy.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative sources, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a report by the investigating officer will suffice.

A record for a missing person who is under the age of 21 must be entered into WACIC/NCIC using one of the appropriate categories within two hours of receipt of the minimum data required to enter the record. All other adult missing person records should be entered as soon as possible after a missing person report has been taken.

Entries remain within WACIC/NCIC until the person is located or the entering agency clears or cancels the record.

- Officers obtain as much identifying information about the person as possible, noting the information on the missing person form. If a photograph of the person is available, obtain and attach it to the case. Obtain the name of the missing person's dentist whenever possible. Officers also try to determine the missing person's last known location and any area the person is known to frequent.
- After obtaining identifying information, officers look for the missing person in areas that information indicates the person might be. Other Pasco officers assist as needed. If the missing person is known to frequent locations outside Pasco, an officer will contact the agency responsible for that jurisdiction and request they check the location.
- Reporting officers contact the records section as soon as possible and provide them with a complete description of the missing person. A records specialist or the investigating officer will enter the information into WACIC and NCIC. Missing persons are removed from the computer only after appropriate notification from a Pasco or outside agency employee that the person has been located.
- The below alert systems may be used when applicable to assist in locating missing adults and children.
 - a) Amber Alert
 - b) Silver Alert
 - c) Endangered Missing Person Alert
 - d) Endangered Indigenous Person Alert
 - e) Blue Alert

Washington State Patrol is responsible for setting criteria for each notification listed on [WSP Alerts & Missing Persons website](#).

- Reporting officers indicate the case status as "referred to detectives" who conduct follow-up investigations, including any subsequent contacts with the reporting party.

41.2.6 MISSING CHILDREN

An immediate investigation is required whenever an officer receives information that a child is or may be missing. The officer completes an incident report and makes an effort to locate the missing child.

If it appears that the child is lost or the victim of a criminal act, the investigating officer notifies the supervisor. The supervisor decides whether to notify the Field Operations Captain, and if other special efforts to locate the child should be initiated. Prompt and systematic searches shall be considered. Use of alert systems shall be considered and, if appropriate, the Amber Alert Procedure will be utilized.

Missing juveniles are required to be entered into WACIC/NCIC within two hours. This includes persons between the ages of 18-21 per Suzanne's Law of April 2003 and the Adam Walsh Act of 2006. Juvenile missing reports do not require a signed report for entry, although a signed report is always recommended.

A records specialist or officer clears this information from WACIC/NCIC when notified the child is found. Parents shall be reminded to immediately notify Pasco Police when the child returns.

Follow-up Investigations

- Cases involving missing children that are not immediately assigned will have copies forwarded to the Investigative Services Division for review. If further follow-up investigation is required, the case will be assigned to a detective.
- If, after 30 days, the missing child has not returned, the Washington State Patrol Missing Children Clearinghouse will be notified. Additionally, the juvenile's parent(s) may be contacted to obtain dental records or any other information that may help in locating the child. If dental records are available, they will be forwarded to the State Patrol Dental Investigation Unit.

Returned Missing Juveniles

- When information is received indicating that a missing child has been found or returned, clear the report after verifying the information.
- A records specialist clears the WACIC/NCIC entry upon notification from the detective section. A locate is sent to WACIC and NCIC, which in turn notifies the Missing Children Clearinghouse that the child is no longer missing or on runaway status.

41.2.7 MENTAL HEALTH ISSUES

It is the policy of the Pasco Police Department to ensure a consistently high level of service is provided to all persons. Agency personnel shall afford people who have mental illness or disabilities the same rights, dignity, and access to police and other government and community services as provided to all.

The intent of this policy is to provide guidance to department personnel in dealing with persons suspected of being mentally ill or having special needs. While the most serious consequences of officer interactions with the mentally ill are altercations or armed confrontations, other agency personnel who come in contact with the public will need to provide information and assistance to the mentally ill. While the list below is certainly not complete, it should provide personnel with some behaviors and conditions they can observe that may help to identify persons with mental health needs.

A. Possible indicators of mental illness

Persons suffering from mental illness may neglect their personal care and exhibit some of the following:
Personal appearance

- Dirty or uncombed hair
- Unshaven
- Dirty clothing
- Inappropriate clothing for the weather
- Body odors

Condition of residence (if applicable)

- Exterior and/or interior of residence in poor repair
- Evidence of hoarding
- Inaccurate calendar
- Little or no food

- Strong odors
- Many pets – animals appear neglected
- Garbage or litter

They may exhibit signs of some of the following mental / emotional conditions:

- Confusion
- Disorientation
- Inappropriate responses
- Forgetfulness
- Repetitiveness in conversation
- Seeing, hearing, smelling, tasting, feeling things that are not there
- False irrational beliefs, which persist but are not real or true
- Suspiciousness, lack of trust
- Unusual or bizarre behavior
- Exhibit anger, irritability, hostility towards self and/or others
- Appear nervous or fidgety
- Appear sad or depressed
- Alcohol and/or drug abuse

B. Community Resources

There are agencies that provide services for persons with special needs or who are suffering from mental illness and may be appropriate for intervention and services. The dispatch center has the current numbers and locations. Officers receive information about resources available and how to access them at annual training.

C. Guidelines

When dealing with persons suspected of being mentally ill, officer(s) should remember that the subjects' mental condition is an "illness," not a crime. Because the mentally ill can act in unpredictable ways, an officer should always employ good officer safety practices.

Some tactical considerations with persons suspected of mental illness are:

- Only one officer should talk at a time (two officer minimum response)
- Use firm, one-sentence commands
- Repeat instructions as often as needed
- Tell the person what you are going to do
- Use good communications skills
- Do not indicate you believe in their delusions but show you understand they believe it is happening
- Show empathy and understanding

- Never turn your back on a mentally disturbed person
- Scan the immediate area for potential weapons or danger
- Avoid getting too close to the subject unless you intend to subdue them physically
- Never allow the individual to leave the room or immediate area by themselves
- Be alert. Watch the person's hands and eyes as their actions may indicate what they plan to do next
- Do not assume that mentally ill persons are slow or otherwise physically incapacitated
- Gauge your responses to the subject according to the symptoms they exhibit
- Stop doing anything that escalates dangerous behavior
- Continue doing anything that de-escalates dangerous behavior
- Take the subject into custody if legally justified.
- If circumstances do not warrant custody, release the subject to an appropriate agency or caretaker
- If no appropriate mental health services are available and circumstances do not warrant a custodial arrest, and there is no imminent danger to another person, officers may exercise discretion in clearing the contact.

When individuals suspected of a mental disorder have committed a crime for which they may be legally arrested, officers/supervisors will exercise their judgment in deciding whether to arrest the individual(s) in the criminal matter(s).

If interviews or interrogations of an individual suspected of a mental disorder are required in a criminal investigation, care should be used to be sensitive to the individual's mental state/condition.

- Conduct the interview/interrogation in a non-threatening environment as possible.
- There should be at least two officers present during the interview/interrogation.
- Thoroughly document the individual's demeanor, actions, and statements during the interview/interrogation.

Involuntary Treatment Act

Pursuant [RCW 71.05.150](#) after receiving a signed order of apprehension by a superior court judge, a crises responder may notify a peace officer to take such person or cause such person to be taken into custody and placed in an evaluation and treatment facility, secure withdrawal management and stabilization facility, or approved substance use disorder treatment program. At the time such person is taken into custody there shall commence to be served on such person, his or her guardian, and conservator, if any, a copy of the original order together with a notice of rights and a petition for initial detention.

Crisis Responder

When a designated crisis responder receives information alleging that a person, as the result of a behavioral health disorder, presents an imminent likelihood of serious harm, or is in imminent danger because of being gravely disabled, after investigation and evaluation of the specific facts alleged and of the reliability and credibility of the person or persons providing the information if any, the designated crisis responder may take such person, or cause by oral or written order such person to be taken into

emergency custody in an evaluation and treatment facility, secure withdrawal management and stabilization facility if available with adequate space for the person, or approved substance use disorder treatment program if available with adequate space for the person, for not more than one hundred twenty hours as described in [RCW 71.05.180](#).

If the individual is released to the community, the behavioral health service provider shall inform the officer of the release within a reasonable period of time after the release if the officer has specifically requested notification and provided contact information to the provider.

Officer

An officer may take or cause such person to be taken into custody and immediately delivered to a triage facility, crisis stabilization unit, evaluation and treatment facility, secure withdrawal management and stabilization facility, approved substance use disorder treatment program, or the emergency department of a local hospital under the following circumstances:

- Pursuant above (See [Crises Responder](#)), or
- When the officer has reasonable cause to believe that such person is suffering from a behavioral health disorder and presents an imminent likelihood of serious harm or is in imminent danger because of being gravely disabled.

Use of Force-When lawful: ([RCW 9A.16.020\(6\)](#)) Whenever used by any person to prevent a mentally ill, mentally incompetent, or mentally disabled person from committing an act dangerous to any person, or in enforcing necessary restraint for the protection or restoration to health of the person, during such period only as is necessary to obtain legal authority for the restraint or custody of the person.

Officers will be sure to include all facts to indicate why the person was an imminent danger and will include any information regarding repeated and escalating patterns of behavior.

D. Training ([WAC 139-09-020](#) / [RCW 43.101.427](#))

- Entry: All recruits receive 8 hours of Crises Intervention Team (CIT) training in the Basic Law Enforcement Academy.
- Reoccurring: All Pasco Police Department sworn personnel must complete a 2-hr annual online crises intervention training per RCW 43.101.427. Each year CJTC releases a new course with a new crisis or de-escalation topic.

Pasco Police Department will strive to ensure that 25% of commissioned officers receive the 40-hr CIT training. The CIT training is designed to provide tools and resources to criminal justice personnel to respond more effectively to individuals in behavioral health crisis. This training provides tools to increase safety for both personnel and those in crisis.

E. Suicide attempts and mental health referrals

Referrals to a mental health agency pursuant to this policy should be limited to instances where:

- A person is the subject of a report of threatened or attempted suicide; and
- The responding officer(s) believe, based on their training and experience, that the person could benefit from mental health services;
- The person does not consent to voluntary mental health services;

- The person is not involuntarily committed or involuntarily transported for a mental health evaluation under [RCW 71.05](#); and
- The person is not being transported to a hospital or jail.

Procedure

Upon responding to threatened or attempted suicide report where all the criteria mentioned above are met, the primary officer is encouraged to refer the person to Comprehensive Healthcare (CRISIS) at 509-792-1747 located at 2715 St. Andrews Loop Pasco, WA, or by calling the Greater Columbia Crisis Hotline (24/7/365) directly 888-544-9986.

Referrals should be made via written documentation and should be noted/coded in a way to allow the law enforcement agency to identify specific reports where a referral was made/is being made (similar to how DV-related incidents are noted/coded). Additionally, referrals should include sufficient narrative for the mental health agency to understand the nature of the call and the individual's behavior and prioritize their level of response.

Referrals by written documentation can be supplemented with a phone call or dispatch referral to CRISIS. Phone calls or dispatch referrals should not be a substitute for written documentation referrals and should be noted in the written documentation, including the date and time of the referral and to whom the officer spoke.

Referrals made by written documentation only, without a phone call or dispatch referral to CRISIS, should be processed quickly as practicable. [RCW 71.05.458](#) requires the mental health agency to attempt to contact the referred person to determine whether additional mental health intervention is necessary, including, if needed, an assessment by a designated crisis responder for initial detention under [RCW 71.05.150](#) or [71.05.153](#).

41.2.8 ADMINISTRATION OF PHARMACEUTICALS

Police personnel often respond to calls for service in locations containing environmental hazards, and to a variety of emergencies, to include medical emergencies, often arriving well before EMS units. Timely administration of certain pharmaceuticals can be critical in life-saving efforts of individuals exposed to such environments or experiencing medical emergencies.

Department personnel who have received department approved training are authorized to administer the following pharmaceuticals according to their training:

- NARCAN (naloxone HCl): An opioid antagonist: a medication used to reverse or reduce the effects of opioids and restore breathing after an opioid overdose. Intranasal applicators are the current application system authorized by the department.
- KI (Potassium Iodide): A type of iodine that is not radioactive and can be used to help block certain radioactive material from being absorbed by the thyroid. Training and management is facilitated by Franklin County Emergency Management.

Nasal Naloxone/Narcan is a nasal spray which may counteract the effects of a heroin or other opioid overdose. It is designed to reverse the depressive effects of opioids on the respiratory system with just one application.

It is the policy of Pasco Police Department that sworn officers who have been trained in the use of Nasal Naloxone/Narcan will carry the kit in their patrol car while on duty, with the option of using it when responding to an apparent opioid overdose.

All authorized personnel who are properly trained in the use and administration of naloxone in suspected opioid-induced overdose patients are authorized to administer naloxone as allowed under RCW 69.41.095.

Employees of the Pasco Police Department are also covered from liability under house bill ESB 5516 which states: "A person acting in good faith may receive, possess, and administer naloxone to an individual suffering from an apparent opiate-related overdose. Health practitioners or persons who administer, dispense, prescribe, purchase, acquire, possess, or use naloxone in a good faith effort to assist a person experiencing or likely to experience an opiate-related overdose will not be in violation of professional conduct standards or provisions. Effective June 10, 2010."

RCW 69.50.315 (Good Samaritan Drug Overdose Law) states that:

1. A person acting in good faith who seeks medical assistance for someone experiencing a drug-related overdose shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014 if the evidence for the charge of possession of a controlled substance was obtained as a result of the person seeking medical assistance.
 - A person acting in good faith may receive a naloxone prescription, possess naloxone, and administer naloxone to an individual suffering from an apparent opioid-related overdose.
2. A person who experiences a drug-related overdose and is in need of medical assistance shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013 or penalized under RCW 69.50.4014 if the evidence for the charge of possession of a controlled substance was obtained as a result of the overdose and the need for medical assistance.
3. The protection in this section from prosecution for possession crimes under RCW 69.50.4013 shall not be grounds for suppression of evidence in other criminal charges.

This policy does not prohibit officers from providing any other common-sense life saving measures enacted in good faith.

41.3.1 VEHICLE MARKINGS

Vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, are equipped with operational lights and a siren.

Conspicuous patrol vehicles are marked in the following manner:

- **Emergency lights:** Patrol vehicles have overhead red and blue light bars or conspicuous emergency red and blue lights mounted on the grill, dash and/or rear deck. Some command and detective vehicles may have emergency red and blue lights mounted on the grille, dash, and/or rear deck without markings, with a goal of having flashing lights visible from all angles.
- **Striping:** The majority of patrol vehicles have a designated graphic package with the words "Pasco Police" displayed conspicuously on the sides and rear of the vehicle.

- **Sirens:** Every patrol vehicle is equipped with an audible siren.

The Pasco Police Department does not normally use unmarked vehicles for patrol; however, it may be necessary on occasions. Unmarked vehicles include but are not limited to the command and detective vehicles as well as undercover vehicles.

41.3.2 PATROL VEHICLE EQUIPMENT

Patrol vehicles will be stocked with the following equipment:

Trunk or rear storage area:

- Fingerprint kit (powder, brush, tape, and cards)
- Latex Gloves (3 pair)
- Hypodermic needle containers (2)
- Road flares (12 minimum)
- Paper and plastic bags
- First-aid kit
- Fire extinguisher
- Bio-Hazard kit

Passenger Compartment:

- CPR mask (in addition to the ones issued to individual officers)
- Hazardous materials guide
- Vehicle registration, insurance card, city accident form
- Disinfectant scrubs
- Hand cleaner

Traffic cars also carry a collision investigation kit that includes:

- 100' tape
- Marking crayons
- Spray paint
- Concrete nails and hammers
- Miscellaneous small hand tools

Replacement equipment will be available in the supply room, accessible by supervisors. Any item not in stock should be reported to the Training Sergeant or Quartermaster to be reordered. Sergeants shall encourage periodic checks by officers to replenish supplies and assure operational readiness.

41.3.3 SEATBELT USE

All Pasco Police Department vehicles will be equipped with manufacturer-installed seat belts in front and back seats. All occupants must utilize the seatbelts while operating or occupying a Pasco Police vehicle. Personnel may not alter the restraint systems in any way.

[RCW 46.61.688](#) requires that any person operating or riding in a vehicle to wear a seat belt. Pasco Police Department will use the appropriate child car seat pursuant [RCW 46.61.687](#) if transportation is necessary.

41.3.4 AUTHORIZED PERSONAL EQUIPMENT AND APPAREL

Officers who elect at their own expense to replace individual issued items with similar personal items shall ensure that such personal items meet the standards described in policy 22.1.6. For example, gloves will be plain black without visible logo, shoes and boots will have solid black toes capable of being polished.

No lapel pins or similar objects will be worn on the uniform unless authorized by the Chief or his designee.

Personal items such as eyeglasses, watches, or hairnets/holders should, as a general rule, be simple and not conspicuous when worn with the uniform.

41.3.5 BODY ARMOR – BALLISTIC VESTS – PROTECTIVE VESTS

All commissioned personnel of the Pasco Police Department are issued a protective vest at the time of hire. Ballistic vests shall have a type II or higher protection level and are replaced as recommended by NIJ standards.

Use of the protective vest is as listed for all sworn personnel while on duty.

- Patrol: Uniformed officers at all times while on duty.
- Detectives: When making contact with suspects or any potential high-risk situation.
- Command: When engaged in potential high-risk situations.
- Undercover: As required.
- No exceptions unless specified by the Chief of Police.

41.3.6 PROTECTIVE VESTS – HIGH-RISK USAGE

The Pasco Police Department requires all commissioned personnel engaged in pre-planned high-risk situations to wear their protective vest. The personnel most likely affected would be detectives, narcotics detectives, K-9 handlers, and uniformed personnel assigned to assist the above entities. Examples of high-risk situations are barricaded persons, drug raids, residential search warrants, etc.

41.3.7 MOBILE DATA COMPUTER (MDC)

Members of the Pasco Police Department who utilize the MDCs must maintain certification with the Washington State ACCESS System. The Support Services Division is responsible for training and maintaining these files.

The MDCs are for official police use only, only by ACCESS-trained officers and records specialists.

No software programs or files will be installed on the MDCs without the authorization of the Chief or his designee. No software currently running on Pasco-owned mobile, desktop, or handheld computers will be altered or manipulated. MDCs are subject to inspection and monitoring at any time by supervisory and command staff to ensure compliance.

41.3.8 BODY WORN CAMERA AND FLEET RECORDING EQUIPMENT

The Department provides field personnel with recording equipment for use during the performance of their duties. Such personnel shall utilize these devices in accordance with the provisions of this policy and should upload all recordings to the Department's storage system by the end of each shift.

In-Car

The Pasco Police Department uses in-car audio/video recording equipment in the patrol vehicles. This equipment enhances the safety of the officers while making contact with the public. The system documents details that are useful in resolving court cases and complaints against the officers and also serves a valuable training tool.

The use of the In-Car system is subject to guidelines contained in [RCW 9.73.090\(1\)\(c\)](#) and Body Worn / Fleet Camera Procedure

Body Worn Camera (BWC)

It is the policy of the Pasco Police Department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

[The Body Worn / Fleet Camera Procedure](#) is intended to provide officers with instructions on when and how to use body-worn cameras (BWCs) so that officers may reliably record their contacts with the public in accordance with the law.

Personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration, performance, and to incorporate changes, updates, or other revisions in policy and equipment.

Remote Viewing

BWC and In-Car recording devices are capable of being viewed while actively recording, in real time, with the initiation of the livestream possible from either the operator's end or by the viewer's end. The current system is incapable of initiating a livestream if the camera is not already recording, even if the camera is powered on. The use of this remote viewing feature to routinely audit officer activity will be prohibited absent cause or performance improvement plans that specifically require auditing.

Officers may initiate the livestream through the Watch Me feature on their BWC. When activated, the immediate supervisor, or authorized personnel, should view the livestream. The initiating officer may also request that other personnel view the livestream, if appropriate for the circumstances and specifically for work or training purposes.

Unannounced remote initiation is authorized by this policy, and initiation from the viewer's end is reserved for specific and articulable officer safety concerns or in conjunction with a specified performance improvement plan.

Remote initiation during regular or pre-planned operations should be accompanied by a notification, when feasible. Remote initiation may be activated through a remote application or by instructing the officer to activate the livestream through the Watch Me feature.

Several interview rooms within the police department are equipped with audio/visual recording devices for the purpose of recording interviews. These systems are also capable of remote viewing while recording, and access should be limited to individuals who are working on the related case.

General Video Review

Officers are encouraged to review their own video recordings when writing incident reports. They should refrain from reviewing other officers video recordings unless they believe it is pertinent to accurately recall and report their own actions.

Initiated Video Review

All video recordings are available for review by assigned supervisors and investigators when evaluating incident performance and investigating administrative or criminal complaints. Video footage will be reviewed when a complaint is received or in the event of a use of force or pursuit. Such reviews will be documented in the appropriate reports. Review for training purposes, when appropriate, should be added to the Training Repository category in Evidence.com.

Review Before Providing Investigatory Statements

Officers are not prohibited from viewing their BWC and Fleet footage before providing a statement concerning an administrative or criminal investigation. This policy does not allow for delaying a Public Safety Statement in response to a critical incident.

Annual Program Review

An annual review of the audio/video recording equipment program will be conducted and submitted to the Chief of Police for approval. This review should encompass an analysis of all events where video footage was used and the effectiveness of the usage of video footage and to ensure organizational integrity.

41.3.9 LICENSE PLATE RECOGNITION SYSTEMS

The Pasco Police Department may utilize Automated License Plate Reader (ALPR) systems as a law enforcement tool to enhance public safety and assist in the detection, investigation, and prevention of crime.

The department shall operate ALPR systems in a manner consistent with applicable federal and Washington State law, including privacy protections, data retention requirements, and operational safeguards established under Washington law governing automated license plate reader systems.

ALPR systems shall be used only for authorized law enforcement purposes, and all data collected through the system shall be managed in accordance with this policy to ensure accountability, transparency, and the protection of individual privacy.

Definitions

Automated License Plate Reader (ALPR) System

A system, software, or computer algorithm that converts images of license plates into computer-readable data, whether used independently or with fixed or mobile cameras.

ALPR Data

All data collected by an ALPR system, including but not limited to license plate numbers, photographs, location data, date and time of capture, vehicle characteristics, and related metadata.

Audit Trail Data

Data documenting access to or use of an ALPR system, including user identity, time and date of access, query information, and system actions.

Authorized User

A department employee who has been approved by the Chief of Police or designee and has completed required training to access or operate the ALPR system.

Authorized Uses

The department may operate and access ALPR systems only for purposes authorized by Washington law, including:

Identifying vehicles that are:

- Reported stolen
- Associated with missing or endangered persons
- Registered to individuals with outstanding felony or gross misdemeanor warrants
- Related to felony or gross misdemeanor investigations
- In violations of parking regulations

Comparing captured license plate data with:

- Washington Department of Licensing records
- State criminal justice information systems (WACIC)
- Federal Bureau of Investigation kidnapping and missing persons lists
- National Center for Missing and Exploited Children lists
- Washington missing persons lists

Supporting legitimate criminal investigations and locating vehicles associated with criminal activity.

A positive ALPR alert alone does not constitute reasonable suspicion for a traffic stop. Officers must independently verify the alert and develop lawful justification before initiating enforcement action.

Prohibited Uses

The department shall not use ALPR systems or associated data for any purpose not authorized by law.

Prohibited uses include:

- Immigration enforcement activities prohibited under Washington law
- Monitoring individuals or groups engaged in constitutionally protected activity
- Investigating or tracking individuals seeking protected health care services
- Collecting ALPR data at or immediately surrounding:
 - Health care facilities providing protected services
 - Immigration service facilities
 - Elementary or secondary schools
 - Places of worship
 - Courts
 - Food banks

ALPR data shall not be used to monitor or track lawful First Amendment activities.

System Access

Access to ALPR systems shall be limited to authorized personnel.

Authorized users must:

- Complete department – approved ALPR training
- Maintain required criminal justice information system access certification when applicable
- Use department – issued secure devices and credentials
- Enter associated case number
- Enter the investigative purpose for each query

Users shall verify ALPR information through appropriate criminal justice databases prior to enforcement action.

Data Entry and Alert Lists

Authorized personnel may enter license plates or vehicle identifiers into ALPR alert lists when associated with:

- Stolen vehicles
- Missing persons investigations

- Wanted persons
- Vehicle involved in felony or gross misdemeanor investigations

Entries must be associated with an active case or investigative purpose.

Data Ownership

All ALPR data collected by department – operated systems is the property of the Pasco Police Department.

Data Retention

ALPR data shall not be retained longer than 21 days from the date of collection unless an exception permitted by law applies. See table below:

Data Type / Use	Maximum Retention Period
Active criminal investigation	Until conclusion of the case
Parking enforcement	No more than 12 hours after final disposition of parking enforcement case
Traffic studies	No more than 30 days after collection
All other uses	No more than 21 days

When retained as evidence, ALPR data shall be managed according to department evidence procedures and applicable records retention scheduled.

Data Access and Sharing

ALPR data shall not be disclosed, shared, or made accessible except as authorized by law.

The department shall not:

- Sell, lease, or purchase ALPR data
- Provide system access to unauthorized entities
- Allow external entities to directly access department ALPR systems

Data may be shared only:

- In a judicial proceeding
- With state or local law enforcement agencies authorized to collect ALPR data
- Pursuant to a court – issued warrant, subpoena, or court order

Privately held ALPR data may only be obtained pursuant to a probable cause warrant or voluntarily outside the ALPR platform.

Vendor Control

ALPR system vendors must comply with the following requirements:

- Prevent unauthorized sharing or transfer of ALPR data
- Prohibit sale or redistribution of ALPR data
- Restrict system access to authorized agency personnel
- Obtain explicit agency approval before implementation software changes affecting data sharing or access

Vendor systems must default to settings that prevent unauthorized data sharing.

Public Records

ALPR data is exempt from disclosure under Washington public records law. ALPR audit data is subject to disclosure by “bona fide researchers” as defined in RCW 42.48.010, provided that it does not include individually identifiable information.

Audit Trail Requirements

The department shall maintain audit trail data documenting all access to the ALPR system.

Audit trail data shall include:

- Identity or username and organization of the person accessing the system
- Date and time of access
- License plate or other query data used
- Investigative purpose
- Associated case number
- Camera location accessed
- Any export, download, or sharing of ALPR data

Audit trail data shall be retained for two (2) years.

Audit trail data may be used only for auditing purposes and not for investigative searches.

Internal Audits

The department shall conduct an internal audit of ALPR system usage at least once each year.

The audit shall review:

- User access and query activity
- Compliance with retention requirements
- Data sharing practices
- Adherence to department policy and state law

The Professional Standards Captain or designee shall conduct or oversee the audit.

Annual Reporting

The department shall prepare an annual ALPR report and make it publicly available on the department website.

The report shall include:

- Number of ALPR matches resulting in stops or arrests
- Number of stolen vehicles or plates recovered
- Number of preservation requests and disclosure orders received
- Instances in which ALPR or audit – trail data were shared with or accessed by another government agency, including the identity of each agency
- Instances of data access pursuant to warrants
- Policy changes affecting ALPR operations
- Results of internal audits
- Total annual number of ALPR reads, searches, and alerts
- Location of ALPR cameras

The department shall submit the report to the appropriate legislative committees as required by law.

Public Awareness

Prior to implementing ALPR systems, the department shall take responsible steps to inform the public of the system's use, including publication of this policy on the department website.

Registration

The department shall register all ALPR systems with the Washington State Attorney General's Office as required by law and certify compliance with statutory requirements.

Violations

Unauthorized access, use, retention, or disclosure of ALPR data is prohibited.

Any employee who intentionally violates this policy may be subject to:

- Disciplinary action up to and including termination
- Criminal penalties
- Civil liability as provided by law

Policy Modifications

After December 1, 2026, any time the agency updates or repeals a policy related to the use of automated license plate reader systems, it must submit a notice of the change and provide copies of all affected policies to the Washington State Attorney General's Office within 60 days.

41.3.10 AUTOMATIC VEHICLE LOCATOR

Automatic Vehicle Locator (AVL) System collects the geographic location of a vehicle and transmits data about the vehicle to a user interface in real-time.

The AVL will show the physical location of each CAD-equipped vehicle. A GPS transmitter can send the vehicle location information to a map display visible to dispatchers, officers, or supervisory units.

The primary utilization for the AVL system in our police vehicles is officer safety, providing the ability to locate officers that cannot be reached by radio or other means. It is not meant to be used as a means to look for potential policy violations.

Approved uses

- Locating a vehicle that may be involved in an incident
- Locating lost or stolen department vehicles
- Proof of vehicle location or absence in events (i.e., Critical incidents, major crimes, complaints, etc.)
- Document vehicle pursuit travel

Restrictions

- The AVL System shall not be used as a tool for random monitoring of employee vehicle operators or others who might be tracked by the AVL System.
- Vehicle operators shall not tamper with or disable AVL devices/hardware.

Data

The department will not use the AVL System to randomly check officer location. The use of the AVL System to routinely audit officer activity will be prohibited absent of cause or performance improvement plans that specifically require auditing.

In the event that misconduct is reported, the investigation will follow the procedures as outlined in department policy. Misconduct or violations captured on the AVL System will result in the same discipline as incidents that are not captured by the AVL System.

41.4.1 RESPONSE TO DOMESTIC CALLS

The purpose of this policy is to establish guidelines for law enforcement officers in response to domestic violence calls. Officers shall be expected to do the following:

- Establish arrest and prosecution as a preferred means of police response to domestic violence
- Take appropriate action for any violation of permanent, temporary, or emergency orders of protection
- Afford protection and support to adult and child victims of domestic violence
- Promote the safety of law enforcement personnel responding to incidents of domestic violence
- Provide victims or witnesses of domestic violence with support and assistance through cooperative efforts with community stakeholders in order to prevent further abuse and harassment or both
- Complete thorough investigations and effect arrest of the primary aggressor upon the establishment of probable cause

It is the policy of this department to provide a proactive, pro-arrest approach in responding to domestic violence. The primary focus shall be on victim safety, followed closely by perpetrator accountability. The officer shall attempt to determine the primary aggressor and arrest him or her. Officers should not arrest a person who acted in self-defense as defined by state statute.

Officers should refer to the [Department's Domestic Violence Procedures](#).